Members Present: Tyler Billman, Kelsie Bond, Carla Burns, Jason Fitzgerald, Jerri Harbison, Lisa Hite, Gary Jones, Dana Keating, Allan Kimball, Robbie Lindhorst, Anita Lowery, Jeff Miller, Greg McCulloch, Amy Murphy, Gina Sirach, Karen Weiss, Dave Wright

Members Absent: Lori Cox, Chad Flannery, Stacy Moore, Debbie Suh

Others Present: Cara Lehman

Dr. Keating called the meeting to order at 12:49 p.m. The following information was discussed.

New members to the Assessment Committee were welcomed by Dr. Keating.

Assessment Process

- The Institutional Assessment plan is available on the SIC website. Members are encouraged to review it.
- The Procedures Manual is also available on the SIC website.
- There are no changes in the plan development process.
- Instructional divisions/units assessment plans should be submitted to Gina Sirach. Non-instructional units should submit plans to Karen Weiss. Assessment plans are due to Karen and Gina by September 30th.
- The Peer Review Process and Cycle will remain the same.
- The 2015-16 plan template is available on IntrinSIC.
- 2014-2015 Assessment results are due to Gina and Karen by October 23rd.

Gen Ed Areas for 2015-2016 are Writing Across the Curriculum, Diversity, and Critical Thinking. The peer review schedule was distributed to the committee.

Dr. Keating provided the committee with a written description of their role as a member of the Assessment Committee. She stressed that they should always be on the agenda of each division/department meeting. Also stressed was their role as the liaison between the committee and the members of their division/department.

The Assessment website has been updated. Committee members are encouraged to review the website and let Dr. Keating know of any changes that need to be made.
There will be a new employee assessment orientation conducted on September 2nd at 1:00 p.m. following the Mentor/Mentee luncheon. Gina Sirach, Karen Weiss and Allan Kimball will conduct this session.

Information/handouts concerning assessment from the perspective of HLC and how it relates to the Criteria for Accreditation were provided and discussed. Committee members were asked to share this information with their divisions/departments and use as a guide as they consider assessment activities for the year.

Dr. Keating also asked that Division Chairs encourage their adjunct instructors to increase their involvement in assessment activities within their divisions.

Dr. Keating closed the meeting at 1:10 p.m.
Respectfully submitted by Cara Lehman