

ASSESSMENT COMMITTEE

MINUTES

August 15, 2012

12:45 p.m. B202

Members Present: Lori Cox, Chad Flannery, Dan Holt, Cathryn Jones, Chris Jones, Gary Jones, Dana Keating, Barb Keller, Allan Kimball, Lolita Mack, Karen McConnell, Greg McCulloch, Stacy Moore, Jack Mummert, Scott Reed, Jennifer Roehm, Gina Sirach, Karen Weiss, Patty Winters

Members Absent: Tyler Billman, Gene Forster, Emily Henson

Others Present: Cara Lehman

Dr. Keating called the meeting to order at 12:50 p.m. The following information was discussed.

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

The assessment calendar was reviewed. There will be some face to face committee meetings throughout the year. There will be a new employee assessment orientation conducted. Gina Sirach, Karen Weiss and Allan Kimball have volunteered to conduct this session. It will be held on September 5 at 12:30 p.m. in the private dining room, following the Mentor/Mentee luncheon for new employees. New employees will receive an invitation for the luncheon.

Assessment Process

- There are no changes in the plan development process.
- There is a new structure for administration. 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 October 12.
- The Peer Review Process and Cycle will remain the same.

Gen Ed Areas for 2012-2013 are Reading, Mathematics and Values.

The new SIC website is up and running. Bre Richardson is working to add Assessment information to the new website. The 2012-2013 plan template is available on instrinSIC as well as on the website. Older historical assessment data, reports, etc. will be archived on Intrinsic.

Dr. Keating reported there are still some 2011-2012 Results Reports that are outstanding. She will be contacting individuals who still need to submit items. These must be submitted to Gina or Karen by October 26.

Dr. Keating closed the meeting at 1:10 p.m.

Respectfully submitted by Cara Lehman