

ASSESSMENT COMMITTEE

MINUTES

August 16, 2013

12:45 p.m. B202

Members Present: Tyler Billman, Jason Fitzgerald, Chad Flannery, Gene, Forster, Emily Henson, Chris Jones, Dana Keating, Allan Kimball, Terry Lucas, Lolita Mack, Karen McConnell, Greg McCulloch, Amy Murphy, Scott Reed, Jennifer Roehm, Gina Sirach, Cathryn Watkins, Karen Weiss, Patty Winters

Members Absent: Lori Cox, Stacy Moore

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 on September 5th at 12:30 p.m. in the private dining room following the Mentor/Mentee luncheon. Gina Sirach, Karen Weiss and Allan Kimball have volunteered to conduct this session.

Assessment Process

- 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 27.
- The Peer Review Process and Cycle will remain the same.

Gen Ed Areas for 2013-2014 are Reading, Mathematics and Values. The 2013-2014 Plan template is available on Intrinsic.

Gina Sirach discussed common issues from plans last year. A handout was distributed to the Assessment team as a reminder of what the plans should include. Gina also reported she has received some result reports for 2012-2013 already. Outstanding reports are due to Gina and Karen by October 25.

Dr. Keating closed the meeting at 1:06 p.m.

Respectfully submitted by Cara Lehman