

***ASSESSMENT COMMITTEE***  
***MINUTES***  
***August 15, 2014***  
***12:45 p.m. B202***

**Members Present:** Tyler Billman, Lori Cox, Jason Fitzgerald, Chad Flannery, Jerri Harbison, Danielle Kizziar, Cathryn Watkins, Robbie Lindhorst, Dana Keating, Allan Kimball, Anita Lowery, Greg McCulloch, Amy Murphy, Scott Reed, Gina Sirach, Karen Weiss, Lisa Hite

**Members Absent:** Jennifer Roehm, Karen McConnell, Terry Lucas, Stacy Moore

**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 26<sup>th</sup>.
- The Peer Review Process and Cycle will remain the same.
- The 2014-15 plan template is available on Intrinsic.
- 2013-2014 Assessment results are due to Gina and Karen by October 24<sup>th</sup>.

Gen Ed Areas for 2014-2015 are Writing across the Curriculum, Diversity, and Critical Thinking. The peer review schedule was distributed to the committee.

The Assessment website has been updated in preparation for the ICCB visit next year. 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 16<sup>th</sup> at 12:30 p.m. following the Mentor/Mentee luncheon. Gina Sirach, Karen Weiss and Allan Kimball will conduct this session.

Dr. Keating closed the meeting at 1:06 p.m.  
Respectfully submitted by Cara Lehman