CAC Assessment Sub-Committee Meeting Minutes

COMMITTEE NAME: CAC Assessment Subcommittee
DATE: 1-17-2014, IVS Tier II (I) Meet-Me line 1803.
THOSE IN ATTENDANCE: Margaret Maxwell, Barbara Jackman, Jennifer Wing, Katy Walker, Kristi Johnson, Evan Weger, Bonnie Steele

ACTION ITEMS OR NEXT STEPS (AND WHO IS THE KEY PERSON RESPONSIBLE):

1. Postpone Assuring Quality Self-Assessment Tool – Bonnie Steele
2. Gen Education Assessment taking place

MINUTES OR NOTES:

- **Standing Item I**: Engage faculty in the review, feedback and assessment of the assessment process (Review and Feedback- Faculty Engagement)
  - **Assuring Quality**: Discussion centered on the feasibility of continuing with this self-assessment tool this year due to other major projects at the college. Decision was made to postpone participation in the assessment until a better time.
  - **Accountability Issue - Attachments**: An Assessment Participation Report was sent out at the end of the fall semester to all Discipline Coordinators and Lead Faculty asking for their help in identifying faculty who sent in the required common assessment information. ICs were sent the list during the first week of the spring semester for courses that were assessed during the fall semester. Currently, 45% of faculty have returned their assessment information to Discipline Coordinators and Lead Faculty. Assessment course list for Spring 2014 with faculty and supervising ICs has been sent to all DCs and Lead Faculty.

- **Standing Item II**: Train, coordinate and develop better assessment protocols (Train the Trainers)
  - **Training**: Schedule the second 6 hrs. of training from the Suskie book. Bonnie mentioned starting the Friday before Spring Break and concluding on the next Monday. Committee needs to decide. It was determined that Friday, March 21 from 10 to 3:30 in Edwards will work for this training. Lunch will be provided.

- **Standing Item III**: Reaffirm the connection between the assessment process and the teaching process for faculty and staff (Library Assessment)
  - **TaskStream Training Schedule**: Schedule for Spring 2014 attached with suggested edits – Training on Jan 31 in Edwards Cancelled due to weather. Rescheduling will occur!

New Items:

- Gen Ed assessment discussed. It was determined that Writing across the Curriculum is already in the works in disciplines History, Humanities, English, Sciences. The writing assessments in these disciplines discovered that greater emphasis on proper citation work was needed. The Library purchases several discipline specific virtual writing manuals, posting them on the library page to help students. Faculty in the disciplines have written short citation manuals for each of the above disciplines, posting them on the library page for student use.
- Katy Walking teaching a Copy Write Course so students are better informed
- Next meeting Feb 21, 10 to 12, IVS Tier II with Meet Me line 1803