**ASSESSMENT COMMITTEE**

**Meeting Minutes**

**December 6, 2016**

**LHH 302**

Present: Laureen Cantwell, Katie Dreiling, Ann Gillies, Kurt Haas, Suzanne Lay,

Alison Harris, Jeanine Howe, Kelly O’Connell, Jason Reddoch, Shawn Robinson, Bette Schans, David Weinberg, Judy Williams, Carmine Grieco, Jun Watabe

1. Minutes from the November meeting were reviewed and a correction was made to note the absence of Suzanne Lay at the November meeting. Minutes were accepted as corrected.
2. Suzanne Lay reported that ePortfolio’s link to D2L may or may not be ready for use in January.
3. Bette Schans reported the all Essential Learning review systems are GO. The Essential Learning review sessions for this fall are:
	1. Written Communication – a calibration session with Digication (12/16).
	2. Critical Thinking – the calibration session will be on December 20 from 9-11.
	3. Oral Communication (12/12).
	4. Quantitative Literacy (12/14).
4. Bette Schans reported that all three-year summary reports were received and are available on the R-drive. Supporting materials and past reports are included. The Assessment Committee feedback on these reports is now due March 7, 2017. The members were reminded to review if program faculty had responded to previous feedback. It was noted that WCCC has some new assessment plans due to faculty turnover. Katie Dreiling asked if rubrics must be included in three-year summaries, and the committee decided that rubric inclusion would be optional, since HLC doesn’t require them.
5. Program reviews are not yet on the R-drive. Assessment Committee feedback on these is now due April 4, 2017. Kurt and Tim were recused from program review. Suzanne Lay requested that assessment team leaders be faculty members.
6. The next Assessment Committee meeting will be February 7, 2017, in UC 221. All spring meetings will be in UC.
7. Gary Looft (retiring) sent a very gracious goodbye note that was read aloud.
8. The meeting was adjourned at 5:00 p.m.

Submitted:

Shawn Robinson

Mathematics faculty

Assessment Committee vice-chair