

**Assessment Committee**  
**Meeting Minutes: December 3, 2021 – 2:00 PM, via Zoom**

**In attendance:** Morgan Bridge, Greg Baker, Chris Penick, Lisa Friel-Redifer, Rhema Zlaten, Kristin Santos, Margaret Riley, Adrian Herrera Escobar, Elizabeth Sharp,

**Not present:** Denita Weeks, Jill Van Brussel, Richard Scott, Suzie Garner, Christie Sanders, Ana Berrizbeitia

**I. Call to order**

Chris Penick opened the meeting at 2:01p.

**II. Approval of Assessment Committee Meeting Minutes from November 5, 2021**

(Riley/Baker) motion carried.

**III. New Business Agenda and Summary**

1. Teams shuffled: recombined one team to make majority of teams
  - Most reviews are ready and in your team folders – a few more will trickle in as they are received
2. Training w/o training: approx. 40 minutes spent on this topic
  - Drew connections between Sections in *Assessment Guidelines for 3-6 Year Assessment Report* for Assessment Committee Use and the *Political Science 6-year Summary Report* (dated 11/1/2019 – previously reviewed)
  - Looking for common findings (both positive and negative) and questions to ask when assessing
3. Form Usage: Use the *Assessment Guidelines for 3-6 Year Assessment Report* for all assessments
  - 3-6 year reviews use whole document, annual reviews use Sections 1 through 6, Student Learning Outcome (SLO) reviews use sections 1 and 2
4. Review Due Date for Teams: complete the assessments in your team folders **by the end of February 2022**
5. Changing the story on Assessment (update):
  - Mass Comm Special Project team (Zlaten/Herrera/Penick): team has fallen behind – plan to attack over break and begin filming around 2<sup>nd</sup> week of Spring Semester

**IV. Other Business**

1. Planning for Spring 2022 Meetings: Doodle Poll coming soon – please complete ASAP
2. Not this year, but the assessment of Technical Certifications will be coming in the future

**V. Adjournment**

Meeting adjourned at 3:00 PM.

Submitted: December 6, 2021 by Chris Penick (Assessment Committee Chair).