

**Assessment Committee**  
**Meeting Minutes: February 3, 2022 – 8:00 AM, via Zoom**

**In attendance:** Richard Scott, Greg Baker, Chris Penick, Ana Berrizbeitia, Morgan Bridge, Suzie Garner, Rhema Zlaten, Jill Van Brussel, Christie Sanders, Kristin Santos, Margaret Riley, Adrian Herrera Escobar, Elizabeth Sharp, Denita Weeks, Lisa Friel-Redifer

Not present: Christopher McKim

Call to order

Chris Penick opened the meeting at 8:04a.

**I. Approval of Assessment Committee Meeting Minutes from December 3, 2021**

(Sharp/Sanders) motion carried.

**II. New Business Agenda and Summary**

1. Assessment Status:

- Team 1: Elizabeth and Denita and Rhema
  - Team 2: Chris P. and Margaret and Adrian
  - Team 3: Christi and Lisa and Kristin
  - Team 4: Ana, Chris M, and Susie
  - Team 5: Greg and Jill
  - Team 6: WCCC and Morgan
- a. Several teams have already met or are scheduled to meet to review the documents for the program reviews/SLO reviews/3 year summaries. Adrian asked for the recording of the December meeting. People agreed to have their reviews by the end of February. We discussed adding Bloom's Taxonomy.
  - b. Morgan went through the folders in our Teams and clarified which folders we were supposed to use for reviewing the different programs.
  - c. Last year there was some confusion over whether or not the department heads received the feedback, so to avoid the confusion Morgan will email all the department heads directly instead of having the teams do it.

2. Closing the Loop (Dr. Bridge)

- We did an activity with several examples of assessment documents in different stages to know how to provide feedback. The general idea is that a good document should reflect the following:
  - i. The department should be involved as a whole in assessment;
  - ii. They should have all of their SLOs assessed in a variety of courses and levels;
  - iii. They should have discussed their findings and decided whether SLOs needed to be reassessed;
  - iv. They should have executed a plan to reassess the SLO and hopefully obtained better results. (Closing the loop.)

**III. Other Business**

None

**IV. Adjournment**

Meeting adjourned at 9:00 AM.

Submitted: March 3, 2022 by Ana Berrizbeitia (Assessment Committee Secretary).