**ASSESSMENT COMMITTEE**

**Meeting Minutes**

**February 2, 2016 – 4:00 PM**

**LHH 302**

Present:

Laureen Cantwell, Katie Dreiling, Ann Gillies, Carmine Greico, Jeanine Howe, Suzanne Lay, Gary Looft, Carrie McVean-Waring, Alison Harris, Kelly O’Connell, Jason Reddoch, Shawn Robinson, Bette Schans, David Weinberg, Judy Williams, Steve Werman, Gillian McKnight-Tutein, Kurt Haas

Not able to attend: Sean Flanigan, Bette Schans

**Discussion/Topics: Agenda for meeting**

1. **Approve minutes from December 1, 2015 meeting.**

Meeting minutes were reviewed. Carrie McVean-Waring moved to approve the meeting minutes. Gary Looft seconded. All in favor. Motion passed.

1. **Graduate Program Reports.**
The graduate programs will have reports on the ‘R” drive, Assessment Committee 2015-2016. Everyone should have access. Please look for your team number and files for that team will be there. A copy of the rubric was distributed and committee members are to look at #’s 3, 4 and 5. Please provide manageable and meaningful constructive feedback for improvement. Please have your sub-committee comments ready for discussion at the April meeting.

1. **Essential Learning.**
We will be assessing oral communication, problem-solving, quantitative, and milestone SLOs for Essential Learning next. If there is a particular SLO that you would like to work on, please let Suzanne Lay or Bette Schans know. We will discuss these assessment plans further in the March meeting.
2. **Program Review Feedback.**

There are three program review excerpts on the R drive for our review. These are for Business, Mass Communications, and Environmental Science and Technology. There will be a few more this semester. If these programs below to your small team, please review these and provide a paragraph or two of feedback for discussion at the March meeting. This feedback will ultimately be included in the annual report to Faculty Senate. Suzanne Lay and Bette Schans also meet with each external reviewer about assessment while they are on campus.

1. **Third year progress reports.**

Programs that are in the third year of the program review cycle should be preparing a progress report on assessment this semester. Bette Schans will be discussing this with Department Heads. This will just be an update from what they provided last year. These will be discussed at the April meeting.

1. **Associate and Technical Certificate feedback.**

Each team shared feedback on the assessment reports for the associate and technical certificate programs that they reviewed. Overall, the feedback was fairly positive. Three WCCC programs were identified for follow up by Bette Schans and Suzanne Lay. These were Office Administrative Assistant, Process System Tech., and Visual Communications. It was discussed that our rubric looks for evidence that faculty discussed the assessment results, but there is no place on the report template for this to be indicated by the program. David Weinberg and Alison Harris volunteered to work on an adjustment to the template so that programs can indicate this on future reports. Each team lead should send feedback via email to the programs they reviewed by February 15, 2016. These should be emailed to the Assessment Committee representative with a copy to the Department Head for that program.

**Next meeting:**

March1, 2016

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