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 2nd 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).