

**Assessment Committee**  
**Meeting Minutes: February 1, 2019 – 3:30 PM, LHH #302**

**In attendance:** Suzanne Owens, Alison Harris, Chris Penick, Nancy Alex, Nikki Williams, Dan McClintock, Morgan Bridge, David Weinberg, Eliot Jennings, Markus Reitenbach, Jun Watabe, Denita Weeks, Ben Reigel, Olga Grisak

Not present: Tyler Anderson, Laureen Cantwell

**I. Call to order**

David Weinberg opened the meeting.

**II. Approval of Assessment Committee Meeting Minutes from December 7, 2018**

(Owens/Reitenbach) motion carried.

**III. Old business**

1. Program review assessments

- a. All reviews from the last semester have been completed. The team leaders need to post the feedbacks into 'Feedback' folders for each team.
- b. Team 4 is going to review the Construction Technology program that had late submission.

2. Plan for 3-year reports and new assessment plans

- a. The reviews are due by the mid-April. Two programs (Mass Communication and Theatre Arts) were moved from Team 3 to Team 2.

3. New assessment templates

- a. New assessment templates have been completed (Denita, David) and are available to the committee members for review. The committee is going to discuss the templates during the next meeting.
- b. The committee is looking into an option of fillable pdf forms for the templates.

4. Assessment coach for the Spring

- a. Assessment coach from NILOA is coming on April 1<sup>st</sup> for a one day training. The coach has a scheduled session with Maverick Milestone faculty.
- b. The committee discussed possible Q&A session with the coach or short presentation followed by Q&A. Two 1.5 hour sessions, morning and afternoon, were suggested to accommodate faculty schedules.

5. Spotlight on Assessment

- a. Committee members made a motion to nominate Chemistry program and Peace Officers Academy program for Spotlight on Assessment. (Harris/Weeks) motion carried.
- b. Committee members made a motion that Chemistry program is posted on Spotlight on Assessment web page for the spring 2019 semester and Peace Officers Academy program for the fall 2019 semester. (Harris/Weeks) motion carried.
- c. Morgan is going to write a paragraph about the programs for the Spotlight web page.
- d. It was suggested to share Spotlight recognition through WCCC social media.
- e. Committee members made a motion to change the process of programs selection. It was proposed to form a subcommittee, consisting of one member from each team, to select Spotlight winner from the nominees. In order to allow all members to participate in the process, the subcommittee members are going to rotate every year by selecting a different member from each team. (Owens/Harris) motion carried.

**IV. New business**

- a. No new business.

**V. Adjournment**

Meeting adjourned at 4:06 PM.

Submitted: February 4, 2019 by Olga Grisak (Assessment Committee Secretary).