

## **Assessment Committee**

### **Meeting Minutes: December 4<sup>th</sup>, 2014**

Attendees:

LaSandra Skinner, Joy Walker, Ana King, Akbar Ebrahim, Leone McDermott, Derek Lazarski, Geoff Martin, Harry Sdralis, Dean Stewart, Sarah McLaughlin.

*Meeting called to order at 3:10pm*

1. Previous minutes (Nov. 6<sup>th</sup>) were approved

2. Gen. Ed Assessment Cycle:

- Department List of eligible courses
  - Invite Nursing and Automotive
  
- Artifact collection process
  - Hopefully we will receive assistance from the I.R.
  - Ask District I.R. to assist
  - Start asking department chairs to participate in January
  - Joy announced that administration (Dr. Rahman) will pay for the adjuncts/faculty to read the artifacts at a rate of \$25/hour
  - Administration will support the assessment committee
  - We will require a scantron machine
    - Admin will help us buy whatever tools we need necessary
    - Look for Erika's scantron machine
  - The Vice President needs a budget for the reading of the artifacts
    - Estimate: 200 hours for about \$6000
  - Sample size questions will be referred to the district I.R.
  - Ask Mike Davis to come to our committee to train us on "openbook"
  
- Artifact collection process
  - How do we go about asking for these?
  - Present the assessment to the chairs meeting
  - Collection points
    - 1st floor: Business
    - 2nd floor: Communication
    - 3rd floor: Physical Sciences/Chemistry
  - Collection checklist will be needed with the class and the instructor
  - Username is unique not ID #
  - Use a Bar Code system that Joy will inquire about to protect student privacy

### 3. Discipline Assessment Initiative

- a. Communication department will conduct portfolio assessment
  - i. This is an opportunity to catalog the conversation that takes place between the instructors as they grade the papers.
- b. Chemistry is using the ACS exam for its final exam
- c. Assessment in humanities
  - i. only 50% participation from faculty.
    - 1. How do we increase it?
- d. No assessment data from Social Science
- e. Biology is using a post-test for Bio 114, 121, 226, 227.

*Meeting adjourned at 4:00pm*