

**MINUTES**  
**ASSESSMENT COMMITTEE**

Thursday, May 2, 2013  
Cottonwood Room – 2:30 p.m.

Present: Donna LaLonde (chair), Jane Carpenter, Vickie Kelly, Kathy Menzie, Denise Ottinger, Susie Pryor, Michael Rettig, Jim Smith, Nancy Tate, Kelley Weber, and CJ Crawford (administrative support). Absent: Melodie Christel, Amber Dickinson, Donna Droge, Gillian Gabelman, Danny Wade, Margaret Wood, and Eric Benedict.

The minutes from the April 4 Assessment Committee meeting were approved as distributed via email.

**ASSESSMENT REPORT**

Donna asked if the committee thought the assessment report should go online, and it was the general consensus that it should. She asked for volunteers for working on an Annual Report template, or committee members could look at what colleagues are doing and a sheet for suggested changes could be passed around at the retreat on July 19.

Donna asked everyone to contact their liaisons to touch base about the annual report/due date and new rubric. Ask liaisons to make some comments about how they are using their assessment. How are they closing the loop?

**GENERAL EDUCATION SLOs**

Donna said that individual meetings were held with selected groups to resolve issues. It was recommended that the Assessment Committee appointees to the General Education Committee be Donna LaLonde and Jane Carpenter.

**PLANS FOR ACADEMIC YEAR 2013-14**

Donna asked if we should go back to workshops. Instead of workshops, it was recommended that more drop-in sessions be offered for one-on-one help; maybe set up two for every month in the fall and do a couple over the summer.

The committee will meet once a month during 2013-14.

It was recommended to have a liaison lunch or breakfast very early in the fall semester – meet your mentor. CJ will set something up and email information to the committee and liaisons.

It was recommended to have a best practices poster session before the General Faculty meeting in January. Presenters could be identified at the retreat in July and they could be contacted in early fall about participation.

Donna thanked everyone again for their work on the General Education SLOs.

The meeting adjourned.