

MINUTES
ASSESSMENT COMMITTEE
Thursday, October 4, 2012
Cottonwood Room – 2:30 p.m.

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

The minutes from the September 6 Assessment Committee meeting were approved as distributed.

DISCUSSION OF ANNUAL ASSESSMENT REPORT RUBRIC

A copy of the draft of the proposed revisions to the Annual Assessment Report Rubric was sent to all committee members prior to the meeting for review and comment. Donna thanked Vickie for her work on this project.

Donna commented that she liked the name changes for the rating categories (Highly Developed, Developed, Emerging, Initial, and Not Observed) and the committee agreed.

It was agreed that ratings should not be applied to the Mission Statement – it should either be Observed or Not Observed (with comments).

Donna again stated that Student Learning Outcomes (SLOs) should be written with the student as the actor. SLOs should explicitly describe what the student should be able to do, know, or care about.

During the discussion, a few other recommendations were made. A copy of the draft will be put in the Assessment folder on the shared drive and additional comments/recommendations can be submitted prior to the next meeting on October 18.

Donna suggested that it might be a good idea at the next meeting to take a past report and re-score it using the new rubric to identify if there are any other changes/refinements that need to be made.

The meeting adjourned.

FUTURE COMMITTEE MEETINGS (all are scheduled for 2:30 p.m. in the Cottonwood Room)

2012

October 18
November 1
November 15
December 6

2013

February 7
February 21
March 14
April 4
April 18
May 2