

MINUTES
ASSESSMENT COMMITTEE
Wednesday, February 14, 2007
Cottonwood Room
3:00 p.m.
(Approved by Committee 4/10/07)

The following members were in attendance: Donna LaLonde (chair), Denise Ottinger, Joanne Altman, Melodie Christal, Catherine Mallett, Kandy Ockree, Patricia Renn-Scanlan, Bassima Schbley, Don Vest, and CJ Crawford (secretary).

The committee approved the minutes of November 16 as distributed.

Donna thanked Cathy Mallett, Patti Bender, Jane Carpenter and Debbie Isaacson for their presentations at the liaison workshop. There has been very positive feedback on the workshop from attendees.

From the questions and discussions during the workshop, it appeared that there was interest in the development of rubrics. Donna asked if a workshop should be held just for rubric development for those who have an interest and also those with expertise. After discussion, it was decided to hold a workshop on Saturday, March 31 from 9:00 a.m. to 12:00 p.m. with a brunch. Bassima offered assistance with the menu. Donna will draft an email invitation to be distributed to all faculty.

Due to many conflicts, the liaison workshop for Friday, February 16 has been canceled. One of the items to be covered at the next liaison workshop scheduled for Friday, March 16 is to present the form for standardizing summary data. Donna will send the agenda items for the March workshop to CJ to distribute.

It was recommended that a job description be developed for Assessment liaisons.

The meeting adjourned.