

Assessment Committee Meeting Minutes

Date: March 13, 2013

Location: EIT 201

Present: Susanne Bentley, Dave Douglas, David Ellefsen, Jonathan Foster, Cathy Fulkerson, Rick Mackey, Laura Pike

Call to Order: 1:00 pm

Actions and Discussions:

-Discussion of Annual Assessment Report creation

-members were unable to find similar report produced by other institutions

-TMCC produces reports on discipline/subject basis. These are produced on rolling schedule where each course is assessed ever so often. All faculty who teach a course seem to contribute to the overall assessment of that course.

-decided that our report should incorporate the following structure:

1. executive summary of report: narrative in form
2. rates of faculty participation in assessments
3. list of courses assessed that year: can update this yearly and use to track assessments
4. review of quality of assessment reports submitted. Must devise rubric for this and set criteria for success. Determine both percentage who assessed outcomes and who met criteria
5. conclusions and recommendations

-Discussion of Rubric for quality review of assessments

-decided to create and distribute rubric with three criteria

1. are outcomes listed in syllabus assessed?
2. does the assessment form provide measurement and result info?
3. does the assessment form provide action plans?

Decided that Jonathan Foster will produce the rubric and email to committee members. Each committee member will apply rubric to the set of completed assessment forms distributed earlier in semester. We will compile numbers at next meeting.

-Discussion of adjunct assessment

-decided that possible adjunct assessment procedure will be discussed at next meeting.

Meeting adjourned at 2:05 pm.