

Assessment Committee Meeting Minutes

Date: February 6, 2014

Location: GTA 118 (Elko) and GBC 118 (Ely)

Committee Members in Attendance: Marcus Babaoye, Darius Cooper, Frank Daniels, Jonathan Foster, Rick Mackey, Laura Pike

Call to order at 1:00 pm

1. Committee discussed changes to policy and procedure regarding assessment of courses taught only by adjuncts

- currently have courses that are not taught by full-time, permanent faculty that are subsequently are not being assessed.

- committee reviewed following rough draft of proposed addition to Policy 2.3 "Institutional Assessment," Procedure 1.0, "Instructor Responsibility"

- committee agreed to continue work on proposed procedure change wording and offer recommendations for revisions by Wednesday, Feb. 12.

- committee agreed that revised version of proposed changes to procedures should be discussed at executive committee meeting of Feb. 14.

2. Committee discussed completion of annual report.

- distributed completed assessment report forms for 2012-2013 among committee members

- discussed rubric and evaluation of assessment report forms for annual report purposes

 - decided that section numbers should be included with evaluations of forms, but will not be included in annual report.

- set timeline of having evaluations of 2012-2013 assessment report forms completed by next meeting (early March).

Meeting adjourned at 1:40 pm