

## **Assessment Committee Meeting Minutes**

Date: September 17, 2013

Location: HTC 137

Present: Marcus Babaoye, Frank Daniels, Dave Douglas, Jonathan Foster, Rick Mackey, Laura Pike

Call to Order: 3 pm

### **Actions and Discussions:**

- Discussion of Assessment Committee Annual Report for 2012-2013
  - Jonathan Foster presented overview of report
  - discussed findings of last year's report
    - faculty occasionally did not address outcomes listed on syllabus, but overall results were positive as measured by committee's rubric
  - discussed rubric. Rick Mackey presented overview of rubric for new committee members
    - majority of assessment forms were satisfactory according to rubric
    - some fell short on completing all areas of report. This was most common in regard to plan of action criteria.
  - decided that report production should begin at earlier date this year
- Discussed rate of submission of course assessment reports for 2012-2013
  - Rick Mackey presented tracking report for course assessment reports
    - submission rates by deadline were unsatisfactory (57%)
    - submission rates increased with time (91% by Aug. 2, 95% by Aug. 23)
    - Social Science Department was the only department to submit 100% on time along with forms signed by chair.
- Discussion of committee goals for 2013-2014
  - committee members decided on the following goals for 2013-2014:
    1. increase on-time submission rate of course assessment forms

2. develop process of assessment of adjunct instructed courses

3. streamline process of signed course assessment forms

-Marcus Babaoye commented that communicating a clear calendar of the assessment process is a necessity. It is very important to keep people aware and to keep on their radar. Thus, better communication should boost timely participation.

Meeting adjourned at 3:50 pm.