

## Assessment Committee Meeting Minutes

Date: December 5, 2013

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: 1:00 pm

### 1. Committee discussed possible procedures for assessing courses taught by adjuncts

- basic idea of tying assessment of adjunct taught course to 5 year evaluation rotation of adjunct taught courses was suggested and approved.

- decided that only for-credit courses offered solely by adjuncts should be part of the assessment process

- assessment forms for such courses should be completed following the first semester the course is offered, and then in accordance with five year evaluation

- adjuncts should complete same course assessment form as full-time faculty

- committee will create document outline proposed process and procedures by late January and seek input of Adjunct Committee

### 2. Committee discussed creation and schedule of production of annual Assessment Committee Summary Report for 2012-2013.

- completed course assessment reports for 2012-2013 to be distributed among committee members for evaluation at January meeting

- committee decided that rubric used to evaluate reports for the 2011-2012 report would be used for 2012-2013 reports

- committee decided that structure and format of 2011-2012 report would be adopted for 2012-2013 report

Meeting adjourned at 1:45 pm