

## Assessment Committee

Meeting Minutes

November 9, 2016

Committee members present: Rita Bagwe, Jonathan Foster, Cathy Fulkerson, Janie Moore, Brandy Nielsen, John Rice, Steven Scilacci, Brandis Senecal, Glenn Tenney

Committee members not present: Frank Amankonah, Peggy Drussel, Danny Gonzalez, Kevin Hodur, Tina Nelson

Guest: Frank Sawyer

Call to order: 10:00 a.m.

Approval of minutes: approved

The committee discussed the following:

**Website Development:** The committee discussed development of an assessment website with GBC webmaster Frank Sawyer. Currently assessment-related material is located on the institutional research and assessment committee websites. The proposed website will create a central location where faculty and staff can access assessment forms, documents, and related materials. It will be linked on GBC's faculty and staff homepage. The goal is to improve faculty and staff access to all materials related to course and program assessment. The committee will move forward with this project.

**Program Assessment:** The committee discussed how to move forward with a review of program assessment reports. It was decided that the committee will create a rubric for evaluating program assessment. Each committee member will review a number of program assessment plans, course maps, and assessment reports. In addition to the rubric-based score, committee members may also include comments about program assessment plans, source maps, and reports. Information and data from this review will be included in program assessment section of the committee's annual report to the Vice President of Academic Affairs.

**In-Service Training:** The committee discussed the idea of offering an in-service training on assessment in the spring. The committee agreed that offering such training is a good idea and to proceed with planning. It was decided that any training session will be offered during the semester rather than during the in-service week.

**Course Assessment Rotation:** The committee discussed a document created by Brandis Senecal that lists all courses according to most recent date assessed. This document will be of great benefit to departments, as they make sure that courses are assessed within the required 5-year rotation. It was decided that the office of institutional research will email the document to all department chairs. Also the document will be made available on the forthcoming GBC Assessment webpage.