

**Assessment Committee
Meeting Minutes**

<p>Attendees: Jmichael Crank, Ghola Ehteshami, Daniel McLaughlin (chair), Peter Moore, Carlos Paez-Paez, & Thiagarajan Soundappan. Absent: Casmir Agbaraji (travel), Colleen Arviso, Franklin Elliott, Shania Gamble, Paul Platero, & Jose Vanguardia</p>	<p>Date: Tue Feb 20 2018. Location: SUB 235: Called to order: 12:35 pm. Adjourned: 1:15 pm</p>
<p>Agenda items & notes</p>	<p>Action & person(s) responsible</p>
<p>Approval of the agenda</p>	
<p>Approved by consensus.</p>	
<p>Approval of previous minutes</p>	
<p>Minutes of Feb 6 2018 were approved by consensus.</p>	<p>Post on assessment website: D. McLaughlin</p>
<p>Reports</p>	
<p>1. Student Learning Consultant: D. McLaughlin. McLaughlin said that he has met one-on-one with most department chairpersons. Is scheduling several in the present week. Is asking each one to identify a priority academic program 1) to improve learning and assessment, and 2) utilize Weave online tools toward that end. He added that he has a team in place for the Co-Curricular Program Design project. Its first meeting will take place on Wed Feb 21.</p>	<ul style="list-style-type: none"> • Keep the AC updated on progress regarding 1) working with each department chair, and 2) the Co-Curricular Program Design project: D. McLaughlin. • Consider having team members nominate a student to participate in Co-Curricular Program Design project: D. McLaughlin.
<p>Old business</p>	
<p>1. All-faculty primetime presentation series: D. McLaughlin. Consultant indicated he may be tasked to present to all-faculty on Fri Mar 2. Is exploring the possibility of two more speaker events in late March and mid-April.</p> <p>2. Brown Bag Lunch series: D. McLaughlin. Possible topics were reviewed. (They include: writing outcomes, designing measures, creating curriculum maps, etc.) Members said they are busy. Even though Tue-Thu lunchtime timeslots during are supposed to be free from teaching, they aren't. Schedule some events, see if people come.</p>	<ul style="list-style-type: none"> • Work with Dean Agbaraji ASAP to nail down primetime speaking events: D. McLaughlin. • Jazz up several Brown Bag topics (e.g., "Organizing Program Assessment When It Has No FT Instructors," make arrangements, and launch several such sessions: D. McLaughlin.
<p>New business</p>	
<p>1. CAR scorecard: Daniel McLaughlin. Consultant reviewed draft template. Explained he would ask each instructor to self-assess work submitted for CAR in fall 2017. This would take place outside of self-assessment happening in the next week for contract renewal. McLaughlin explained that scorecard totals would provide valuable overall feedback for</p>	<p>Develop self-assessment templates for the CAR and PAR and present at next AC meeting: D. McLaughlin.</p>

<p>how assessment went. Detailed narratives with attachments could be added to an appendix.</p> <p>2. PAR scorecard: Daniel McLaughlin. Same concepts apply as above in reference to the CAR scorecard.</p>	
Announcements	
<p>1. None.</p>	
Next meeting: Tue Mar 6 2018, from 12:30-1:30, in SUB 231 or 235 (TBD)	