

**Assessment Committee
SPECIAL MEETING
Minutes**

<p>Members present: Casmir Agbaraji, Lupita Chicag (for Paul Platero), Shania Gamble, Carlos Paez-Paez, Daniel McLaughlin (chair), Peter Moore, Thiagarajan Soundappan, & Jose Vanguardia. Members absent: Colleen Arviso, Jmichael Crank, Gholam Ehteshami, Franklin Elliott. Guest: Shasha Han.</p>	<p>Date: Tue Apr 24 2018. Location: SUB 231: Called to order: 3:05 pm. Adjourned: 4:00 pm</p>
Agenda items & notes	Action & person(s) responsible
1. Approval of the agenda	
Approved by consensus.	
2. Approval of previous minutes	
NA	
3. Reports	
NA	
4. Old business	
NA	
New business	
<p>A. Consideration of HLC evaluation of New Program proposals to offer two new degrees. Dr. Agbaraji explained that the university submitted new program requests to the HLC to offer two new degrees: BS in math education and AA in counseling. Both requests were turned down due to inadequate plans for academic assessment.</p> <p>Missing in the requests were appropriate direct and indirect measures, alignment to appropriate professional standards, and assessment committee review and approval.</p> <p>Members clarified next possible steps. They include correcting factual statements in the HLC evaluation and indicating to the HLC next steps that will be followed by the authors of the two new degree proposals.</p> <p>Based on the discussion, Dr. Moore motioned to direct the program designers to include the following measures in program profiles for each new offering; seconded by Dr. Agbaraji: 7 in favor, 0 opposed, 0 abstained.</p> <p>Direct measures</p> <ul style="list-style-type: none"> • Licensure exams • Performance-based assessments with rubrics • Observation assessments 	<ul style="list-style-type: none"> • Prepare revised program profiles: math education faculty members (for the BS in math education); and counseling faculty members (for the AA in counseling); send revised profiles to Dr. Agbaraji: Shasha Han and Jose Vanguardia (for math) and TBD (for counseling) • Identify person(s) responsible for revising counseling program profile: Dr. Agbaraji. • Prepare and submit response to the HLC regarding change-of-status request: Dr. Agbaraji.

<ul style="list-style-type: none"> • Self-assessments • Professional portfolio <p>Indirect measures</p> <ul style="list-style-type: none"> • Enrollments • Retention • Completion rates • Employer satisfaction surveys 	
Announcements	
None.	
Next regular meeting: Wed May 16 2018 from 9-11 am in SUB 231 (and via Bluejeans)	