Assessment Committee Minutes

10/16/18

Attendees: David Mount, Mary Jean Williams, Kelly Mercer, Jason Kovac, Elizabeth Carney, Dustin Bastes, Darlene Geiger, Lisa Reynolds, Jil Freeman, Jennifer Bown

1. Draft committee goals and projects for the year

Elizabeth handed out a brainstorming document she created for goals/projects for this team to discuss.

* + Guide and support the college’s assessment system and policies
		- Choose/develop a method to evaluate evidence of CCC’s commitment to assessment work and a culture of assessment (practices, norms, structures, etc.)
		- Suggest best practices regarding writing program learning outcomes and using PLOs in program course design; collaborate with Curriculum Committee
		- Discuss relationship with and possible future collaboration with evaluation work in service areas
		- Suggest best practice (policy?) for the college about sharing assessment information both externally and internally.
		- Tension between improvement and accountability…this has come up multiple times this reporting season as we’ve worked with teams on reports.
		- Educational Focus Area curriculum mapping…
		- AAOT assessment
		- Related Instruction assessment

Mary Jean would like to discuss at a future meeting and possibly request a needs analysis on the new software that the curriculum office is planning to use to see if that new software that’s chosen could also help with the assessment.

What assessment is and what value do we put around it?

People are very interested in writing about assessment and alignment

How do we encourage people to participate in the assessment committee?

PTF engagement & support.

Address best practices about needs assessment

Dustin asked what our mission is for this group, where do we sit in the hierarchy? What do we need to accomplish, how do we define ourselves? How does the rest of the college see us?

1. Create a plan for committee work regarding program reporting

The timeline was reviewed so that people could see the important dates coming up. November 20th is the due date for the draft of mid-cycle report to the Accreditation Steering Committee.

Things that we need to provide:

 Direct feedback to programs/teams

 Summary of reports & plan to Mission Fulfillment, Accreditation Steering Committee

1. Decide if we will recruit new committee members
	1. Please look at the list and see if there are any gaps in membership? Areas or people?

Elizabeth will update the goals documents

Elizabeth will pull together a meeting between Lisa and include Jennifer and Dave about AAOT teams.

Dates will be sent by Elizabeth for due dates.

Hwo does this committee want to intersect with Guided Pathways?