Assessment Committee Meeting Notes  
LRC 207, Eureka Campus (with CCC Confer to Del Norte and Mendocino campuses)  
September 9, 2013, 4-5:15pm

In attendance: David Bazard, Paul Chown, Angelina Hill, Clyde Johnson, Erik Kramer, Melody Pope (phone), Richard Reiss (phone), Lisa Sayles, Sally Urban.  
Absent: Marla Gleave

Numbers correspond to Agenda Items
1. Introductions were made and committee changes were described. The committee is now co-chaired by the faculty Assessment Coordinator (Dave Bazard) and the Director of Institutional Research (Angelina Hill).

2. The committee discussed the list of semester and year goals listed in the meeting agenda:

   The committee discussed the new administrative structure as it related to assessment. The committee agreed that the roles and responsibilities of faculty, associate faculty and associate deans need to be defined in terms of coordinating assessments, reports, dialogue and actions.

   The committee briefly discussed some of the background surrounding submission of the October 15 report to the ACCJC. The co-chairs encouraged committee to review the relevant portions of the Show-Cause report and the SLO status report. Co-Chair Hill agreed to circulate a draft of the assessment portion of the October 15 report.

   The committee agreed that refining the Institutional Learning Outcomes proposal is a high priority for the Assessment Committee (this will be the focus of our next meeting).

   The committee engaged in an extensive discussion of the new course-level mapping tool. Much of the discussion focused on how to represent courses and program assessments that have not been assessed due to the infrequency of course offerings. The committee agreed to remove the red color from courses that had not been assessed within the last two years. Instead, these courses would be labeled with the note of “not assessed” in the last two years. The committee was encouraged to review the note that has been recently added to this planning page.

   Other items on the “goals” list were briefly described

3. Many of the “Recent Changes to Assessment Tools and Processes” were discussed under item #2 of the agenda. This included the proposal to solicit ideas for dialogue sessions based on the findings in program assessments. CoChair Hill indicated that the appropriate administrative personnel agreed to attend these sessions to discuss findings and work toward implementing changes to improve attainment of program outcomes.
4. The committee agreed that the September 15 deadline should be maintained in order to encourage prompt submittal of reports.

5. The committee agreed to an “every other” Monday schedule of Assessment Committee Meetings, with any additional meetings added as needed. This would commit the committee to the following Monday 4-5 meeting dates:
   Sept 23
   October 7
   October 21
   November 4
   November 18
   Dec 2

   The September 23 meeting will be dedicated to refining the Institutional Learning Outcomes proposal. A future meeting will be dedicated to the roles and responsibilities of completing assessments (Associate Deans, Associate Faculty, Full-time faculty), and to the details of an online tool to map course outcomes to program outcomes.

Adjourned at 5:15pm.

Notes: DB