# Learning Assessment Committee

# Edison State College

# Meeting Minutes

**U-102**

**November 15, 2013**

1. Call to order

**Marty called to order the regular meeting of the Assessment Committee at 2:00PM on** November 15, 2013 at U-102 Lee Campus.

1. Roll call

Minutes were posted and handed out conducted a roll call. The following persons were present: Amy Trogan, Ron Smith, Joyce Rollins, John Meyer, Richard Worch, Jane Bigelow, Kevin Coughlin, Susan Hibbard, Megan Just, Don Ransford, Jennifer Cohen, Roy Hepner, Thomas Donaldson, Katie Paschall, Karen Maguire, and Fernando Mayoral. Sindee Karpel (absent), Eric Seelau (absent), Wendy Chase (absent) and Stuart Brown (absent).

1. Approval of minutes from last meeting

Minutes were posted and handed out. Motion to approve minutes with corrections by Susan Hibbard, seconded by Don Ransford. The minutes were approved unanimously with the suggestions that Dr. Worch’s handouts from the October meeting be posted on Canvas.

1. Open issues

**Recommendation approved for Dr. Wright:**

The Learning Assessment Committee will work with the Profession Development Committee to create faculty professional development during Spring Semester.

**Points of Discussion:**

1. Learning outcomes need to be assessed with uniform policies, but the role of the Learning Assessment Committee in this process is not clear.
2. The Focus Groups will explore PD options and bring a plan to the Learning Assessment Committee in January with possible implementation in February or March.
3. How are we going to meet State Requirements as well as Edison State College requirements for assessment
4. How are we going to create an Inventory of Assessments? The methods and utilities of implementation should be provided to faculty.
5. New Business
6. A motion was made and seconded to add all Departmental Chairs to the Learning Assessment Committee Canvas homepage.
7. A motion was made and seconded that each department should post a Matrix of their course-level assessments including outcomes, specific assessments and course competencies.
8. It was discussed that Amy Trogan will attend SACS Conference as the LAC representative and will be attending workshops on rubrics. She will share information during the January committee meeting.
9. Susan Hibbard will also be attending SACS Conference and will be attending a workshop on Accountability. She will also share information during the January meeting.
10. Marty posed the question of an assessment budget. There was some discussion over the cost of running Assessment Committee to include travel, meeting places, and stipends for time and awards, etc. A motion was made and seconded to move this discussion to CANVAS.
11. Adjournment

Marty adjourned the meeting at 3:15PM.

Minutes submitted by: Jennifer Cohen

Minutes approved by: Marty Ambrose