Learning Assessment Committee Minutes

3/21/2014

2:00 pm – 3:00 pm

AA-177 (Lee Campus); E-105 (Charlotte Campus); M-201 (Collier Campus); A-106 (Hendry/Glades)

**Attendees**: Jennifer Cohen(a), Richard Worch(a), Karen Maguire, Joyce Rollins(a), Marty Ambrose, Amy Trogan, Stuart Brown (a), Fernando Mayoral, Sindee Karpel(a), Tom Donaldson, Wendy Chase, Jane Bigelow, Katie Paschall, Eric Seelau, Susan Hibbard(a), John Meyer(a), Don Ransford(a), Roy Hepner, and Ron Smith(a), and Megan Just(a).

*[Note: The Department Chairs and Deans had a mandatory half-day workshop scheduled during the LAC meeting time.]*

1. The meeting was called to order, and the committee reviewed the documents created at the February workshop, including the course-level assessment timeline and Powerpoint on “Seven Steps to Creating a Departmental Assessment Plan.”

*2. Revision Item: It was decided upon, after some discussion, that the timeline state, “Departments should draft initial course-level assessment plans in April.” This suggestion would give departments time to elect their assessment coordinators and discuss upcoming assessment for 2014-1015 academic year.* Some committee members expressed concern that the assessment plans be planned before faculty left on summer break.

3. A motion was made to approve the documents to send on to Dr. Wright; it was approved unanimously. There were no minutes from February since the committee had a workshop; appreciation was extended to the faculty/administrators who attended, including those who had to drive long distance. Committee members who attended will receive Profession Development certificates.

4. The committee discussed when to schedule the training for the chairs/assessment coordinators; Marty said she would ask Dr. Wright when he wanted to hold the training. Some members of the committee were concerned that the semester was rapidly coming to a close and the opportunity for training was going to be difficult to schedule.

5. The Assessment Coordinator job description was discussed, and a suggestion was made to add a TBA College Success Assessment Coordinator. Then, a motion was made to approve this draft with the addition of the College Success position. The motion was approved unanimously. There was some discussion of which committee members would commit to the Assessment Coordinator position. Also, some departments have elected a coordinator, and some have not; it was unclear to the committee as to the process.

*Action Item: Marty was going to ask Dr. Wright for guidance on the process for election of the Assessment Coordinators.*

The following members of the committee are willing to serve as Assessment Coordinators:

Jennifer Cohen

Tom Donaldson

Amy Trogan

Richard Worch

Katie Paschall

Fernando Mayoral

Jane Bigelow

Roy Hepner

Ron Smith

Sindee Karpel

Wendy Chase has taken on the Honors Scholar Program Coordinator, and asked to resign from the committee for next year; the Humanities Department has elected Sarah Lublink as their representative/possible Assessment Coordinator. The committee members agreed. Roy Hepner also suggested Peggy Romeo as an addition to the committee with she and he serving as assessment coordinators in Natural Sciences; the committee agreed unanimously since that department is so large and diverse in disciplines.

6. It was proposed that the April meeting be an academic year wrap-up; it was agreed unanimously. The committee also proposed that Dr. Wright attend the April meeting to discuss the committee’s charge for the next academic year. Jane suggested that the Institutional Effectiveness staff also attend to clarify their roles in upcoming assessment.

*Action Item: Marty is going to ask Dr. Wright to attend the April meeting and also ask him for clarification on the assessment resources since Kevin Coughlin has left the College.*

The meeting adjourned at 3:00pm.