**Learning Assessment Committee Minutes**

**4/18/2014**

**2:00 pm – 3:00 pm**

**U-102 (Lee Campus); E-105 (Charlotte Campus); M-119 (Collier Campus); A-106 (Hendry/Glades)**

Meeting called by Marty Ambrose

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

Also in Attendance: Dr. Wright and Dr. DeLuca

1. Marty convened the meeting at 2:00pm and asked the committee members to approve the minutes from the March 21, 2014, meeting with the notation that the Department Chairs and Deans were absent because of their attendance at a half-day retreat. The committee approved unanimously and the minutes were so amended and approved.
2. Dr. Wright addressed the committee and stated the following items:
* Dr. Eileen DeLuca would be over academic assessment and work out of his office, along with a new assessment position and Crystal Revak as part of her team. She would be on LAC and work with the Chair and committee members on academic assessment.
* The course-level assessments would continue to move forward, but LAC would also be working with the General Education Committee during the summer and 2014-2015 academic year to address General Education assessment.

Two questions were asked of Dr. Wright: 1) How would the natural sciences faculty be able to teach the baseline course skills as they address General Education assessment? 2) How can we ensure that the course-level assessments in A.A. disciplines tie into an overall program assessment plan?

Dr. Wright addressed these questions by assuring the committee members that assessment would not be done “just to assess,” and that LAC would be working on the General Education assessment plan

Dr. Hibbard added that assessment (both course and General Education) were required by SACS.

1. Don Ransford stated that he and Dr. DeLuca were both on the General Education Committee and would function as liaisons for the two committees.
2. Dr. DeLuca asked for volunteers from among the committee members to continue meeting during the summer and serve as faculty leaders on the plan for General Education assessment. The goal would be to review assessment measures that align with the College’s current General Education model as mandated by 3.5.1 and 2.7.3 (SACS); it would require perhaps 5-6 meetings.  This plan would be presented to the entire faculty in Fall, 2014, during the professional duty days. The General Education assessment measures chosen and endorsed by the faculty will be administered in AY 2014-2015.
3. The following members volunteered:
* Amy Trogan
* Marty Ambrose
* Jane Bigelow
* Don Ransford

[It was suggested that Peggy Romeo, Wendy Chase, and Tom Donaldson also be asked and that committee members check their calendars to see if they might want to participate.]

1. The committee discussed the Assessment Coordinators and having a workshop in early May to complete the Departmental Course-Level Assessment Plans. Prof. Mayoral suggested May 5th, and the committee members agreed to meet from 9:00 – 12:00 in order to share/discuss the submitted plans and receive the training from Dr. Hibbard on Compliance Assist. Dr. DeLuca suggested that our plans be documented in Compliance Assist; everyone agreed.\*
2. It was proposed the list of attendees be committee members, Assessment Coordinators (often overlapping) and Chairs (and Department Coordinators, if needs be). Marty and Dr. DeLuca would plan the workshop and send out the invitations. Crystal Revak, Susan Hibbard, and Megan Just would also be in attendance.
3. Marty mentioned the Statewide Assessment Conference and that, since it is quite inexpensive, Dr. Wright would be willing to send some LAC members.

Amy (like to present), Marty, Katie (like to present), and Ron would like to attend. Other members of the committee would check their calendars. (The conference is held June 19 – 20).

1. The committee members spent the remaining portion of the meeting with a free discussion of the committee work during the academic year; no proposed changes were suggested in procedures or structure.
2. Meeting adjourned.

\*Note: Peggy Romeo was elected as Assessment Coordinator for natural sciences; Roy Hepner asked that she take his place on the committee; Sarah Lublink was elected as Assessment Coordinator in Humanities and Wendy Chase has asked that she take her place on the committee; Caroline Seefchak was elected as Assessment Coordinator in Education and Joyce Rollins has asked that she take her place on the committee.