**Learning Assessment Committee Meeting**

**9/2/2016**

**12:00 – 1:00**

**AA-168 (Lee Campus); E-105 (Charlotte Campus);**

**G-109 (Collier Campus); A-114 (Hendry/Glades)**

Members Present: Katie Paschall, Eric Seelau, Rebecca Harris, Amy Trogan , Joe Van Gaalen, Marius Coman, Eileen De Luca, Caroline Seefchak, Megan Just, Barbara Miley, Jane Charles, Richard Worch, Fernando Mayoral, Allison Studer, Lisa McGarity

Members Absent: Kristi Moran, Tom Donaldson, Elijah Pritchett, Sarah Lublink, Colleen Moore

1. April Minutes:

* Amy opened the meeting asking if there were any adjustments to the minutes; we need to add Marius to the membership list portion of the minutes.
* Richard Worch motioned to approve minutes; Rebecca seconded the motion. Unanimously approved.
* April minutes approval motion passed.

2. Membership Discussion:

* Amy made opening comments and introduced new members: Rebecca Harris, Megan Just, and Elijah Pritchett.
* Amy and Eileen also explained the membership of the committee.
* Caroline introduced Megan’s role in the College of Education.
* Fernando asked about the two assessment representatives from Communications/Foreign Languages; they want to continue to have two separate positions.
* Richard suggested that we have a list of the various schools and discuss who does assessment in each department/school. Eileen explained the differences between the manner in which various schools utilize personnel to coordinate assessments; then, she suggested that we should chart out how each area does assessment.
* Action Item: We will create a chart of who does assessment work in each school.
* Dr. Miller has requested that Megan Just attend the LAC meetings as a regular guest; her position as a research analyst is integral to the School of Education. Marty motioned that Megan become a regular guest; Caroline seconded. Motion passed.

3. Course Level Assessment:

* Joe Van Gaalen gave a presentation on Course-Level Assessment and General Education Assessment. (See attached PowerPoint).
* Eileen: We need to finalize on the focus course list for AY 2016-2017 course level assessment; do we take it back to our departments or initiate new assessments?
* The School of Education wanted to shift to the Early Childhood Education courses.
* Richard added that his department did, in fact, assess all of the PAD courses. Joe noted that the list presented to the LAC included only assessments that the Office of Assessment currently provides data or reports.
* Action Item: Amy, Joe, and Eileen (perhaps with Richard) need to meet with FSW Online about the roles of Joe’s department and FSW Online regarding the research data distribution.

4. General Education Assessment:

* Amy mentioned at our wrap-up meeting in April, we agreed to assess QR and CT.
* She also felt we needed a date to propose our focus classes list for assessment this academic year
* Joe’s reports will be sent to the Assessment Coordinators and Chairs.
* Eileen stated we will have an academic integrity panel later in the fall.
* The assessment work we do leads to PD to close the loop.

5. Assessment Newsletter:

* Caroline, Marty, Amy, and Jennifer Young (layout) will work on it.
* Caroline: Profile New Committee Members (Elijah)
* Snapshots on what was Done (Focus on CT and QR)
* Library Assessment

6. Dual Enrollment:

* Eileen said we need more representation from dual enrollment; SACS will scrutinize this area, and we need to show the comparable quality of instruction.
* Ask Kristen Corkhill to attend the next meeting.

7. General Education Program Revision Update:

* Don Ransford shared it during professional development days.
* The Gen. Ed Advisory Committee is now a Standing Committee.
* Plug for “Meeting of the Minds” meetings in September and October (including refreshments).

8. LAC Subcommittee Discussion:

* Amy will create a survey and people can give their choices.

9. New Business:

* Dr. Stewart dropped in; he supported assessment work.
* Asked for committee recommendations—if we need them.

Rebecca motioned to adjourn the meeting. Jane seconded the motion.