

Minutes

October 19, 2012 at 2 p.m. in U-102

Members	Present	Absent	Excused
Amy Trogan	x		
Caroline Seefchak	x		
Chitra Paul Victor		x	
Deb Howard		x	
Denise McNulty		x	
Dennis Disarro		x	
Dennis Fahey	x		
Don Ransford	x		
Don Warren	x		
Doug Magomo		x	
Doug Nay	x		
Eileen DeLuca	x		
Elaine Schaeffer		x	
Eric Seelau	x		
Erin Harrel			x
James Mayhew	x		
Jane Bigelow	x		
Jeff Davis	x		
Jeff Elsberry		x	
Jeff Ziomek		x	
Jo Ann Lewin	x		
John Meyer		x	
Joyce Rollins	x		
Karen Molumby		x	
Kathleen Lanigan	x		
Kathy Clark			x

Members	Present	Absent	Excused
Katie Paschall			x
Kim Gresham		x	
Maria Cahill		x	
Marie Collins		x	
Martin Tawil		x	
Marty Ambrose	x		
Mary Conwell	x		
Max al-Suleh	x		
Mike Nisson	x		
Myra Walters			X
Peggy Romeo		x	
Richard Worch		x	
Rodney Dennison	x		
Rona Axelrod	x		
Russell Swanson	x		
Sabine Eggelston	x		
Sam King		x	
Scott Vanselow	x		
Stacey Brown	x		
Stuart Brown		x	
Susan Holland		x	
Theo Koupelis	x		
Tina Ottman		x	
Tom Rath	x		

1. It was announced that the minutes from the August and September meetings and the agenda for this meeting were in the Files section of the Canvas group site. Laptop computers were provided for all committee members so they could access these files and work in SPOL.
2. Dr. Stewart spoke to the committee and stated that his major goals for 2012 – 2013 were as follows:
 1. All program reviews for 2011-2012 should have data entered
 2. All programs should have plans for 2012- 2013, with 3-5 major goals; the A.A. program needed to finalize its “program outcomes.”
3. Dr. Stewart took questions from the committee members and stated IE would give support to assessment projects, both program and course level. He left the meeting.
4. Prof. Don Ransford asked about the AA program group and if he was leading the group. Scott Vanselow answered that it is up to the department. Prof. Ransford resigned from the committee and then left.

5. The syllabus review process was discussed. Some committee members were under the mistaken impression that the General Education Syllabus Review Subcommittee had been dissolved rather than the process modified. Prof. Jennifer Grove, chair of the Curriculum Committee and not a member of the Student Assessment Committee, was in attendance and stated she could not hold the Curriculum Committee meeting in October because syllabus proposals had not been processed through SAC. The two proposals were reviewed but not completely. A proposal was made to move the syllabus review process to Curriculum Committee. Kathleen Lanigan spoke in support of the move. Prof. Vanselow agreed. Since all of the forms require Department Chair / Program Coordinator endorsement and Associate / Academic Dean endorsement, and we now have these people on the committee, as long as they are properly informed about the syllabus requirements from an assessment perspective, the proposals should be good shape before they are submitted. The Student Assessment Committee can continue to serve as a resource for faculty developing syllabi to assist with outcome development, general education assessment development, etc., but not so much for "checking for commas", being a gatekeeper for the proposals, and extending the submission/approval process. Jennifer Grove said she would arrange a meeting where she, Dr. Harrel, and Prof. Vanselow could discuss the process.
6. Committee members asked about the TIM general education study; Prof. Vanselow stated that artifacts could be submitted through the end of the semester and an email would be sent to faculty. Prof. Lewin asked for a General Education assessment timeline so faculty have time to work on assignments.
7. Course level assessment was discussed. Prof. Vanselow stated that the expectation is to formally review all courses within a five-year period. It is up to the department to create a list of courses and a timeline. The process should be dictated by the departments and for the departments. Prof. Ambrose and Dr. Swanson asked for faculty support for this type of assessment; Dr. Rath said he was taking note of the request.
8. The AA group met separately and did not take minutes.
9. Meeting adjourned.