**Learning Assessment Committee**

9/3/2013: 3:30PM

Minutes

Members :

Jennifer Cohen; Richard Worch; Karen Maguire; Joyce Rollins; Marty Ambrose; Amy Trogan;

 Stuart Brown; Fernando Mayoral; Sindee Karpel ; Tom Donaldson; Wendy Chase (absent); Jane Bigelow; Roy Hepner; Katie Paschall; Eric Seelau (absent); Susan Hibbard; Kevin Coughlin; Dean John Meyer (absent); Don Ransford; Ron Smith

I. Marty Ambrose hosted the meeting, and Jennifer Cohen agreed to take the minutes; the list of attendees was added to minutes.

II. By consensus vote, Marty Ambrose was elected Chair of the committee.

III. The committee agreed that meetings will have minutes and the minutes will be distributed within 48 hours of the meeting to all documented members.

IV. It was suggested the minutes will be posted in CANVAS on the Portal. The committee would like to have a private area shared for the committee. Dr. Susan Hibbard will take care of the website creation.

V. The committee would like the minutes posted for review and then approve/disapprove with private access; these minutes will then go to Dr. Wright.

VI. An Agenda will be prepared for each meeting with time and date for each meeting.

VII. Meetings will be held the Third Friday of every month 2-3PM.

VIII. The committee wanted to ask Dr. Wright to come to the first meeting to give us an idea of what his expectations are for the academic year, to include the following priorities:

* Best Practice for Data Collection
* Faculty Development
* Course Level Assessment
* Department assessment concerns ( It was proposed that committee members ask their departments for issues and concerns; then, bring them to the next meeting).
* What was done in the past and what will be done in the future? Dr. Trogan; and Dr. Paschall also agreed felt this last item was of particular importance.

IX. Meeting adjourned.