

## Learning Assessment Committee

Minutes for September 19, 2014

### Present:

Marty Ambrose	Fernando Mayoral
Eileen DeLuca	Tom Donaldson
Joe Van Gaalen	Ron Smith
Amy Trogan	Stuart Brown
Don Ransford	Richard Worch
Sarah Lublink	Katie Paschall
Jane Bigelow	Caroline Seefchak
Eric Seelau	Peggy Romeo
JoAnn Lewin (Guest)	

### Absent:

Susan Hibbard  
Megan Just  
John Meyer  
Jennifer Cohen

- Welcome from the Chair; approval of minutes. Richard Worch – motion to approve minutes; Don Ransford second; minutes approved unanimously
- Membership list was presented with changes; check for mistakes. Karen Maguire no longer on committee. Elizabeth Whitmer (rep Health Sciences) new member beginning next meeting.
- Jane Bigelow - request change librarian to library
- Nomination for Joe Van Gaalen (Coordinator of Academic Assessment) to be added to membership list. Carolyn Seefchak motion to nominate Joe Van Gaalen; Jane Bigelow second; all approved.
- Peggy Romeo moved to accept Joe Van Gaalen; Katie Paschall second. All approved.
- Updates/corrections to CAC COP: Eileen DeLuca met with Dr. Wright to update/correct. Tom Donaldson – Guidelines need reworded. Committee to look at language and forward thoughts to Marty and Eileen.
- Formal introduction of Joe Van Gaalen
- Gen Ed Assessment: Newsletter – explanation of how evolved; one faculty member each month featured in Newsletter for Gen Ed assignment. Focus this month on Gen Ed including link to webpage. Webpage includes new form for Gen Ed assignment submissions. Newsletter will highlight assessment; Committee to provide suggestions for content. Jane Bigelow suggested timeline for submitting content to Newsletter. Ideas for current

Newsletter came from Summer General Education Assessment Subcommittee (GEAS).

- Report on GEAS summer work: Eileen provided summary of summer activities of GEAS and how this year's assessment transition year evolved .
- Foreign Language: Fernando Mayoral concerned since foreign not Gen Ed course, should they submit Gen Ed assessments? Committee agreed that since all FSW courses assess at least one Gen Ed competency, they should go ahead and submit assignments. Same for Education courses.
- Committee wants to create a library of assignments
- LOG's: Ron Smith questioned we should perhaps have faculty send all LOG's as Gen Ed assignments. But committee argued that all LOG's may not be Gen Ed; many are course level assessment.
- Reports from Department Assessment Coordinators:
  - Ron Smith reported no submissions from Math; perhaps confused as to what to submit.
  - Tom Donaldson reported reviewing a couple submissions and will be forwarding to committee soon.
  - Katie Paschall reported giving suggestions for assignments helpful.
  - Peggy Romeo reported Science has submitted several assignments to committee and perhaps they are willing to volunteer to help maintain faculty control over assessment.
- Committee discussed possibility of extending due date for Gen Ed assignments due to faculty involvement with creating LOG's. Best practice is to send out gentle reminders for submitting assignments.
- Plan for Academic Year: need 2 things:
  - Training Subcommittee to meet with PD one or two times/semester. Eric, Amy, and Peggy will work with Marty for this subcommittee. Also need a PD liaison; perhaps Susan and Megan.
  - Subcommittee to Review Gen Ed documents. Peggy Romeo suggested that since the Department Assessment Coordinators will be doing this anyway, they could be the subcommittee; others thought there may be problem because too many Department Assessment Coordinators.
- Last item: Need to reword Mission Statement to focus solely on Academic Affairs. Need statement for "Academic Assessment." Marty will post current Mission Statement on Canvas for committee access.
- Meeting adjournment 1:20. Tom Donaldson motion to adjourn; Sara Lublink second.

Respectfully submitted by Dr. Peggy Romeo