**Learning Assessment Committee Workshop**

**Minutes**

**March 20, 2015**

**Members Present**: Eileen DeLuca, , Richard Worch, Caroline Seefchak, Marty Ambrose, Amy Trogan, Fernando Mayoral, Joe Van Gaalen, Tom Donaldson, Jane Bigelow, Katie Paschall, Sarah Lublink, Barbara Miley , Don Ransford, Eric Seelau, Peggy Romeo, and Ron Smith.

**Members Absent:** Stuart Brown, Jennifer Cohen, John Meyer, Colleen Moore

Marty Ambrose called the meeting to order at 1:04 pm.

* Richard Worch, Don Ransford, Carolyn Seefchak, and Sarah Lublink provided edits to the February minutes. Tom Donaldson motioned to approve the minutes. Carolyn 2nd. Motion passed unanimously.
* Marty thanked Eileen DeLuca, Joe Van Gaalen, and Amy Trogan for leading last month’s workshop.
* Marty led a discussion regarding Dr. Wendy Athens’ presentation from last month. The development of a sub-committee was proposed for further discussion. Marty said the online, self-paced version of Assessment 101 will be posted when available. This will provide the committee an opportunity to provide feedback.
* Joe provided a course level assessment update. First, he explained that some departments are creating their own reports and Joe is developing reports for other departments. In either case, Joe reassured us that he is there to provide the support we need to finish our course level assessments, and that he and Crystal were working to provide timely data/reports.
* Joe explained how to find the Compliance Assist checklist from the Assessment homepage. Assessment Coordinators must post their results to CA by the end of the semester.
* Joe stated that he has finished the Course level reports for DEP, ECC, ECO, PSY, and PHI. He is currently working on Social Science and Foreign Language.
* Eileen explained that all reports will be ready before the last department meetings of the academic year. As part of our voluntary relationship with SACSCOC, all reports must be reviewed; therefore, assessment reports must be a part of the April department meetings’ agendas.
* Tom suggested that we should have the course level reports by March during future academic years. Joe and Eileen assured us that this goal will be met in the future and reminded the committee that this academic year had the added challenge of assessing each General Education Competency.Marty recommended an academic assessment calendar for next year.
* Eileen shared that Dr. Wright is impressed with the work that the LAC has been doing this year.
* Peggy Romeo had a question regarding Assessment Coordinators and committee membership. LAC membership is a three year term. Since Assessment Coordinators are generally on the LAC committee, Peggy wondered if Assessment Coordinators, who are elected by their departments, automatically serve for three years. Eileen would check with Dr. Wright.
* Tom suggested a layered membership with the LAC committee. If each department had a year overlap of two representatives, the second representative could learn the role of the Assessment Coordinator before the original representative stepped down.Eileen said she would talk to Dr. Wright about this issue. Marty will create a Canvas discussion for the committee to provide feedback.
* Joe and Eileen provided a General Education Assessment update. They asked for the committee’s input on the process. Jane Bigelow has been leading the TIM scoring and asked about the deadline. Eileen said their department needed the scored artifacts by early April.
* Caroline and Jane mentioned that some TIM artifacts did not fit the rubric. Eileen said that many artifacts were given more than one competency designation and a committee member suggested that the submission form should allow instructors to indicate a primary competency. She also reminded us that rubric issues should be addressed on the qualitative feedback form. Joe reminded us that we should contact his office for more artifacts if some artifacts do not fit the rubric.
* Jane observed some issues with the artifact packets. She would like to see an increase in assessment staff to support the large amount of work that is required.
* Marty proposed a meeting where all of the General Education scorers could be surveyed on their experience. She suggested May 7th if the General Education reports would not be finished by the April LAC meeting. Eileen and Joe said they would make every effort to be ready for the April meeting.
* Marty updated the committee regarding the March newsletter. Carolyn’s Assessment guidelines will be featured. Eileen suggested that it include a list of the general education scorers. Fernando Mayoral will provide a quote as one of the scoring team leaders. The newsletter will also feature the assessment practices of the Speech department.
* Marty indicated that it was time to nominate a new LAC Chair. She nominated Amy who happily accepted. Marty reminded the committee to contact her if there were any other nominations.
* Sarah moved to adjourn and Richard 2nd.
* The meeting adjourned at 2:05 pm.

Respectfully submitted by

Amy Trogan and Marty Ambrose