**Learning Assessment Committee Workshop**

**Minutes**

**April 17, 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, Marius Coman, and Ron Smith.

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

Marty Ambrose called the meeting to order at 1:00 pm.

* Marty asked for approval of the March minutes; Don Ransford made a motion to accept the minutes, and Ron Smith seconded. The voice affirmation was unanimous.
* Eileen opened the assessment discussion portion of the meeting by saying Joe would present General Education assessment data, as well as course-level data. The online courses seem to fare better in the course-level data than the ground classes.
* Tom mentioned that perhaps the online courses don’t have the same level of security, and Peggy suggested more proctored exams in course-level assessment. The committee members agreed. Katie said speech does well with this aspect of assessment in their online courses because they do have that level of security. Fernando agreed that conditions for testing should be as similar as possible for ground and online classes.
* Eileen wrapped up the discussion by suggesting that we sit down with FSW Online and discuss how exams are administered.
* At this point, the discussion moved on to the Job Description of the Assessment Coordinators; the committee members had no edits to suggest on the job description, but a few members who are also Assessment Coordinators felt that the communication between Deans/Chairs/Coordinators need to be improved. Also, the issue of the LAC meeting day doesn’t lend itself to sharing information with departments. Tom suggested that the first Monday of the month would be a better meeting day. Eileen said she would investigate the possibility of moving our meeting day.
* The meeting then turned to Joe and Eileen’s presentation of the General Education data with a PowerPoint.
* Note: At this point, Katie was cut off from the meeting.
* Discussion occurred on COM, CT, and TIM data.
* After the General Education data discussion, the committee brought up the possibility of a May 7th meeting to update Deans and Chairs on the recently-collected Gen. Ed. data. The committee members agreed unanimously.
* The last item of business was to elect a new Chair. Amy Trogan had been nominated in March, and the committee unanimously voted Dr. Trogan in as the new LAC Chair.
* The meeting adjourned at 2:30.

Respectfully submitted by Marty Ambrose