

Assessment Committee Meeting

CHAIRPERSON: Tryphena Walker		
MEETING DATE: 01/11/2017	MEETING TIME: 10:00 AM	MEETING PLACE: Miller 103, Admin building
RECORDER: Tryphena Walker		PREVIOUS MEETING: 09/15/2016

MEMBERS: (Present)

ABSENT:

Name and Title (List all members)	Name and Title
Dwayne Ferguson- Professional & Technical	Melissa Walters- Nursing & Health Sciences
Dr. Kathy Watlington- Liberal Arts & Sciences	Denise Wilkins- Professional & Technical
Lynn Davis- Nursing & Health Sciences	Jeremy Dorman- Admissions/Registrar
Emily Zabcik- Liberal Arts & Sciences	
Tryphena Walker- Director of Institutional Research & Planning	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Previous Minutes	-----	-----
Old Business:	NA	NA
New Business:	<ol style="list-style-type: none"> 1. Look at and discuss the SLO Narratives that were collected from each core curriculum department. 2. Discuss the Planning Module of the new SPOL software and how it will affect IE. 	Tryphena Walker

MINUTES

Key Discussion Points	Discussion
Old Business:	NA
New Business:	
(1)	

	<ul style="list-style-type: none"> • Tryphena Walker passed out the compiled SLO Narratives for the 8 core departments. Since this is PC's first year to collect this information, the committee will look over the report and make recommendations for our reporting for the 2016-2017 academic year to ensure that it adequately analyzes our SLO data as a department. • The Assessment Committee will also look for common issues across the institution that need to be addressed. • Recommendations from the committee will be submitted by email. • Emily Zabcik suggested that any changes made to the SLO Narrative form be included on the form for ease of use.
(2)	<ul style="list-style-type: none"> • Tryphena Walker gave an update on where we are at the in the process of importing the Planning Module in our new SPOL software which will house our IE data and take the place of our PC IE Database. We are still importing our IE data into the software. It takes some time. • More information will be given to the committee on the layout of our IE data in the new software. The IE language will be kept primarily the same to help faculty transition to the new software. • A SPOL training session will also be provided for the committee once the software is ready to be implemented.
Other:	NA

CHAIRPERSON SIGNATURE (or designee):	DATE: 01/11/2017	NEXT MEETING: Spring 2017
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