

Assessment Committee Meeting

CHAIRPERSON: Tryphena Walker		
MEETING DATE: 9/5/17	MEETING TIME: 2:00 pm	MEETING PLACE: GUL 208
RECORDER: Jennifer Coon		PREVIOUS MEETING: 8/21/17

MEMBERS: (Present)

ABSENT:

Name and Title (List all members)	Name and Title
Sarah Bush- Liberal Arts & Sciences	Dwayne Ferguson- Professional & Technical
Kelly Reed-Hirsh- Dean of Health Sciences	Dr. Kathy Watlington- Liberal Arts & Sciences
Jeremy Dorman- Admissions/Registrar	
Jennifer Coon- Professional & Technical	
Tryphena Walker- Director of Institutional Research & Planning	
Cheri Lambert- Nursing & Health Sciences	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Previous Minutes	Reviewed minutes from last meeting	Jennifer Coon
Old Business:	NA	NA
New Business:	<ol style="list-style-type: none"> 1. SPOL software training for Assessment Committee use. 2. Training on the IE process, resources, assignments, evaluations, and due dates. Including formatting and content. Also discuss appointments with coordinators when needed. 3. Discuss committee's role in analyzing the prior academic year's SLO data 4. Q & A 	Tryphena Walker

MINUTES

Key Discussion Points	Discussion
Old Business:	NA
New Business:	
(1) & (2)	

	<ul style="list-style-type: none"> • Tryphena Walker discussed the process and procedures to the committee. We are assessing the 16/17 year and inputting our results (forms) in the 17/18 year for our committee unit. Tryphena will compile the 4 groups results into 1 master form for Dr. Adams. Reviewed the grouping of committee members and assigned units. Each member will utilize the rubric in the manual to review the units assigned, then meet with their team member to arrive at consensus and upload results into SPOL. Can start the review of our assigned units on 9/18/17 and need to be completed by 9/28/17 for round one. Also review the 17/18 plan and make any notes needed while reviewing the 16/17 data. The 17/18 plan should have measurements and be updated by 9/22/17 by coordinators. Remember FERPA when checking documentation files. Uploaded documentation will need to be named to show proper tagging to objectives & actions. Decided to let team members meet with coordinators on an individual basis to discuss results of the review as determined needed by the team. Tryphena will work on providing examples to the committee to aid in our review of units.
(3)	<ul style="list-style-type: none"> • Analysis of prior year's SLO data will need to be reviewed by end of fall term. Discussed setting up a shared google doc with committee members instead of setting another meeting. This will enable members to review the Compilation report from the 8/21/17 meeting as their schedule allows and post comments on the shared google doc.
(4)	<ul style="list-style-type: none"> • No separate items discussed in Q & A
Other:	

CHAIRPERSON SIGNATURE (or designee):	DATE: TBA	NEXT MEETING: Fall 2017
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