

Assessment Committee Meeting

CHAIRPERSON: Tryphena Bledsoe		
MEETING DATE: 9/15/2016	MEETING TIME: 9:00 a.m.	MEETING PLACE: Library Room 222
RECORDER: Denise Wilkins		PREVIOUS MEETING:

MEMBERS: (P = Present)

OTHERS PRESENT:

(P?)	Name (List all members)	Title	Name and Title
P	Tryphena Bledsoe, Chair	IE Department	none
P	Lynn Davis	N&HS Department	
P	Jeremy Dorman	Admissions/Registrar	
P	Dwayne Ferguson	Business Department	
P	Melissa Walters	IE Department	
	Kathy Watlington	IE Department	
	Denise Wilkins, Recorder	IE Department	
P	Emily Zabcik	IE Department	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Call to Order	Begin meeting. Preview agenda.	Tryphena Bledsoe
Roll Call	Take roll.	Denise Wilkins
Approve Minutes from Last Meeting	Read minutes from last meeting and get approval.	Committee
Members' Reports	Report on changes made and forms created for Institutional Effectiveness as discussed at the last meeting.	Tryphena Bledsoe
Unfinished Business:	<ol style="list-style-type: none"> 1. The SLO document was improved for ease of use by graying out non-tested SLOs. 2. A Core Curriculum Analysis form was created for departments to analyze their SLO data at the conclusion of each academic year. 3. Information was given during back-to-school week at the chairs meeting and adjunct orientation informing each of their role with syllabi, SLO document, and use of CANVAS for submissions. 4. A template was created for the Technical Graduate Assessment Plans (GAPs) so they could be updated. 	Tryphena Bledsoe

	5. The Assessment Committee set a timeline for IE evaluations which is on the Faculty Calendar. Sept 16 for completed IEs and Sept 29 for appointments with the committee.	
New Business:	<ol style="list-style-type: none"> 1. IE timeline for the 2016-2017 year. 2. Discuss any changes to updated IE Manual. 3. Update on SPOL software. 4. Discuss IE unit assignments and checklist for what to look for when reviewing IE units. 5. Review and discuss Core SLO data report for 2015-2016 academic year. 	Tryphena Bledsoe
Announcements	Next meeting to evaluate IE Units.	Tryphena Bledsoe
Adjournment	Close meeting	Tryphena Bledsoe

MINUTES

Key Discussion Points	Discussion
Unfinished Business:	
New Business:	
Other:	

CHAIRPERSON SIGNATURE (or designee):	DATE: 9/15/2016	NEXT MEETING: September 29, 2016
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Sample Format: Committee Meeting Agenda

I. Call to Order

The chairperson announces the beginning of the meeting.

II. Roll Call

Check attendance, which may be done by (1) reading a list of members aloud; (2) having assigned seats; (3) passing around an attendance sheet; or (4) having someone sign people in and out at the door.

III. Approval of the Minutes of the Last Meeting

The appointed secretary or note-taker reads a summary of the last meeting. If there are any corrections or additions to the minutes. If there are none, the minutes stand approved, or they stand approved as corrected if changes are made.

IV. Members' Reports

Each committee member reports to the group the progress of any activities in which he/she is involved. During reports, the members may solicit help from other members or give instructions to individuals.

V. Old Business

Old Business includes a question that was pending at the last session when it adjourned; any unfinished business that did not come up at the last session; or anything from the last session that was not completed.

VI. New Business

New items of business are in order at this time.

VII. Announcements

Announcements must be made before the meeting is adjourned.

VIII. Adjournment

Adjournment ends not only the meeting but also the session. The next time the committee convenes, it must start from the beginning of the agenda.