

Assessment Meeting Committee Minutes
January 13, 2011
9-11am

Attendees: Pat Coyle, Dawn Dobie, Michael Einhaus, Rebecca Flores, David Koeth, Nancy Mai, Tom Moran, Bernadette Towns, Kenward Vaughan

Next meeting: February 25, 9-11 am, Levinson 40

Very productive meeting! A big Thank You to those who participated.

Jazzed About Assessment Showcase- our SLO- The faculty will explain and discuss departmental approaches to assessment

- Every department must be represented and each department can share what they wanted to highlight about what they're doing with assessment.
- Discussed imposing pressure to participate by stating that participant list would be "published abroad" via our blog and that each department would have a table, so if they did not represent their table would be empty and everyone would know!!!!
- I am to send a science board to each department to be used for showcase since we were going with the science fair approach....
- Wine Tasting – cheese and crackers
- Michael E. –get together an SLO assessment attached to the wine tasting.
- Date selected for this event is April 27th from 4-6pm.
- Suggested doing showcase in the Huddle.
- Discussed having questions posted on walls around room that people could respond to results could later be posted on the blog. (Like: What assessments have you done that have worked for you)

Recognition Awards: Seals of Achievement and Excellence

- The committee decided that the Recognition awards having seals of Achievement and Excellence should be awarded next fall opening day. But that we would create the rubric and give that to the department chairs in the Boot Camp and at FCDC so they know the criteria for the seals.
- Bernadette write rubric, give to committee to review, revise and approve

Jazzed About Assessment Week- our SLO: The student and faculty will demonstrate awareness of assessment and student learning outcomes

- Decided to have one lunch assessment workshop a day during this week, Monday through Thursday. (brown bag lunch/ or we provide cold cut sandwiches)
- Workshops to be provided by assessment committee members
- Free slice of pizza from 11-1 at the commons for students who could recite or show their Student Learning Outcomes.
- Dawn is going to work with Renegade Rip to see how they can assist this week, create a timeline to make event successful
- David K. is going to create buttons face/logo, flyer, and banner for this week, will contact and set up Jazz Quartet
- Bernadette to make buttons downtown (thought this would be most cost effective), send info to David for flyers, talk to Amber about possible newspaper article, make contact

with Delano to involve faculty and students there, schedule workshops, presenters and reserve rooms

- Bonnie will do “Bootcamp” and training for assessment committee sometime in March
- Flyers will be handed out to faculty and students one week prior to assessment week so that students are aware that they need to know their SLO’s.
- Lisa from SGA has agreed to help us during this week by providing:
 - Assessment week slogan on marquee in middle of campus
 - Possibly donating 100 t-shirts to launch the, “Do you know your SLO’s?” campaign.
 - Having students assist with working the SLO table that week. We thought the table could be in the commons from 11-1, Friday 11-12.
 - Talking to classrooms and informing them of what is to come.
 - Interviewing students that week to create video clips that will be posted on our blog. Asking a different question everyday (Monday through Thursday)

Other Stuff

- The committee decided every semester a reminder would be sent out reminding everyone to put their SLO’s on their syllabus.
- Bernadette will send email reminder!
- About the CCSSE – the committee suggested that several email reminders be sent, that some statement that this will not take long should be put in subject bar and that it only be available for two weeks rather than three, I will forward these comments to Ann.