

## Assessment Meeting Minutes

3/4/11

9-11

Attendees: Ralph Cazares, Pat Coyle, Dawn Dobie, Lora Larkin, Lucas Rucks, Bernadette Towns

- Approved minutes
- Ann Morgan brought handouts and explained CCSSE and answered committee questions.
- Assessment Module (curricunet)- Bernadette explained that the development of this module was currently on hold but she was going to be meeting with the Assessment Coordinators from Cerro Coso and Porterville in April.
- Assessment Week- Jazzed About Assessment
  - Workshops- were scheduled from 1-2 in Levinson 40, Monday through Thursday.
  - SGA assistance- Bernadette attended the SGA meeting at 8:30 am this morning and reported on the events of Assessment week. They agreed to provide student assistance to hand out pizza's.
  - Logo- David Koeth- David brought several samples of logo ideas and the committee decided on one. David agreed to make the buttons, flyers, and banner for assessment week.
  - Buttons- Bernadette brought the two button sizes to the meeting and the committee decided on the larger size of the two. Bernadette agreed to make the buttons and distribute them on campus for assessment week.
  - Renegade RIP- Dawn Dobie spoke to the RIP and they agreed to do an article about assessment week.
  - Room Reservations- Bernadette had scheduled all rooms and the foyer for the pizza giveaway.
  - Lucas and Bernadette agreed to facilitate the pizza giveaways Monday through Thursday. Lucas said he would bring his net book and create a spreadsheet to gather data.
- Jazzed About Assessment Showcase
  - Chef Coyle agreed to provide tablecloths for the showcase.
  - Chef Coyle also agreed to provide some wine for the wine tasting and servers to assist with that part of the event.
  - Bernadette agreed to deliver poster boards to every department chair for the assessment showcase.
  - David Koeth agreed to booking the Jazz trio for the showcase.
  - The committee decided to decorate using music notes and instruments. Bernadette and Lori agreed to get the decorations.
  - The committee decided to use name tag labels. David agreed to put the jazzed about assessment logo on the name tags.