**Assessment Committee Minutes**

**Thursday, November 7, 2019; 2:00 pm – 3:30 pm; LA 263**

Assessment Members: Shawn Deron (Chair), Scott Britten (Curriculum Committee), Jim Egan, Joy Garrett, Patricia Hill, Eva Samulski, Lisa Veasey (Chair, Curriculum Committee), Victor Vega (absent), Jason Withrow, Tom Zimmerman

Guests: Sera Bird

The Assessment Committee met to continue the discussion held by the Curriculum and Assessment Committees on 9/26/19 regarding assessment data collection for assessment reports. The questions from the 9/26/19 minutes that the Committee hoped to address were:

Committee’s expectations of data:

1. What does the Committee look for in attached data?
	1. How do we define “summary” data?
	2. How do we define “detailed” data?
	3. How do Committee members use the data?
	4. What type of data will the committee require?

Requirements and guidelines for faculty:

1. What are the requirements or guidelines for faculty assessing courses?
2. What requirements should be applied to any course, regardless of the number of students or type of course?
3. Should sample questions be a requirement?
4. Should rubrics/checklists be a requirement?

Communication of clarified requirements:

* + - 1. When and how will the clarified requirements be announced?
			2. Who should make the announcement?
			3. When will we implement any requirements?

Enforcement of assessment requirements and expectations (i.e. data attachment):

1. How can the Committees support the Department Chairs, Deans and C&A Office, with regards to assessment data?
2. Should we have “Assessment Coordinators” who are connected to the Committee in some way and/or at an Administrative level?
3. What is the procedure if faculty refuse to submit assessment data?

At the end of the meeting, the Committee had reached the following conclusions:

1. **Summary data**, defined as the number and percent of students who met the standard of success will be required for each outcome in the response to question #6 *Assessment Results per Student Learning Outcome* “*Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.”*
2. **Sample Questions and Rubrics** would be helpful but are not required.

Adjourned