

**Kennedy-King College of Chicago**  
**Assessment Liaison Committee Meeting**  
**Meeting Agenda**

January 31, 2018  
3:00pm – 4:00pm

Meeting Location

Type of Meeting: Liaison Committee Meeting

Meeting Facilitator: Naima Dawson Note Taker: Naima Dawson

Invitees: Arika Anderson, Cindy Carlson, Stephanie Owen, Eddie Phillips, Darby Johnsen, Yolanda Simmons, Gene Smith, Jennifer Thompson-Watson

- Six members in attendance all liaison members were present

**I. Call to order**

**II. Roll call**

**III. Housekeeping / Open Issues 3:05-3:30**

A. Updating and creating folders on our personal liaison site

1. Continue Efforts in Collecting Mapping Activities

- We discussed collecting all outstanding mapping activities per department. It is important to consider the language you use when gaining buy-in from other instructors.
- We talked about knowing what works best for the instructors in each department. Creating one on one meetings or whole group meetings in the computer lab in the Y building ( schedule space with Ms. Leslie Jones) or take members to Virtual Exchange building and use laptops.

2. End of fall 2017 term reporting of liaison business activity

Finalize brief report of your overall work initiated and completed for the Fall 2017 semester (this is the follow-up agenda item from our September 2017 meeting)

- All liaisons must provide a narrative that identifies the following:

- The work you completed during Fall 2017
- Which includes the mapping activity please discuss your challenges, percentage or total number of instructors who have completed the mapping activity,
- Also, discuss the percentage of what instructors did not complete the mapping activity.
- Elaborate on setbacks (if any) you encountered. If instructors did not complete activity what could be an attributing factor vs those who did complete)
- Next, discuss the positives from the activity.

Selecting future standing monthly liaison meeting dates –

- Feb 20, 2018 1-2 /
- March 16<sup>th</sup> 11am TBA location – off campus meeting
- April & May – Friday of President’s meeting 1-2

B. General Body Assessment Meeting – please provide input for each monthly meeting. May I suggest compiling information into one summary/ talking point via a PPT to present at the first General Body meeting

- Each member will rotate presenting and compiling Liaison’s monthly updates to be presented at FDW ( please determine who will go first for March’s meeting
- Also, prepare to participate in program review! It will be required for us all to read and analyze Spring Program Review submissions. We will divide the readings and send back with notes for correction.

C. Reporting Time and Effort / Individual Responsibility

- Make sure to report the work that you complete and send off to KKAT

#### **IV. Charting Information From Mapping Activity 3:30-4:00**

- a) Take a look at how to insert the mapping activity into the data chart Stephanie created. What does this information tell us? (is there an additional method we can use?)

- Stephanie's map does not have embedded formulas so it makes it a chore to calculate ... we need either Cindy or Gene to assist in helping us create a chart that has formulas embedded
- b) Forward press in collecting of mapping activity, so that we can have to time to evaluate what is submitted.

### **Our 2018 Goals**

- To fully complete the mapping collection for Spring 2018
- Analyze the maps currently collected and push back the maps that need adjustment or are not complete. Allow instructors to revise and resubmit those maps that need adjustments.
- We need all maps collected by March 1<sup>st</sup> from instructors
- We need time to analyze all the data that we have collected before the end of the Spring 2018 semester.
- Our Fall 2018 goal is to move forward with having departments create common assessments.

### **V. Adjournment**