

Kennedy-King College of Chicago

Assessment Liaison Committee Meeting

Meeting Agenda

March 8, 2017

3:30pm – 4:30pm Y151

Type of Meeting: Liaison Assessment Meeting

Meeting Facilitator: Naima Dawson

Invitees: Karen Douglass, Cindy Carlson, Sangita Deb, **Bonnie Harrison (not present)**, Brandon

Nichols, Stephanie Owen, Yolanda Simmons, Gene Smith, Mariama Hodari

I. Roll call

II. Follow Up/ House Keeping

- Liaisons had a difficult time with the parts of the template moving and data was entered
- Naima adjusted the template for better navigation of document for faculty.
- Discussion on options to keep the information in the template from altering the actual format. There is not much of a resolution with word template and no one wants to navigate to the excel template
- **DO NOT FORGET TO SUBMIT YOUR TIME AND EFFORT REPORTS**
-If you attended program review meetings that also goes on your time and effort reports

III. New Business

- A. Course Student Learning Outcome template
 - We discussed crafting a letter to provide to faculty
 - Each liaison will devise a letter to give to faculty that explains deadlines and objectives of the activity.
- B. Tutorial on how to use the online site via Outlook
- C. Create a faculty check list of those who have completed and submitted template
 - To best keep track of your progress, create a checklist of those who you have met with and who have submitted the template.
 - Professor H
 - **Our target deadline dates to have the forms completed are March 31st and the final deadline April 28th**
 - Professor Hodari is having great success in her collection efforts

D. Questions and Concerns

- The Assessment Chair will assist those who are receiving extreme pushback
- CC: Naima on all emails to faculty after second request for participation

E. Adjournment