

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

September 6, 2017  
1:00pm – 2:00pm

Type of Meeting: Liaison Fall 2017 Assignment Activity Scheduling

Meeting Facilitator: Naima Dawson

Invitees: Arika Anderson, Cindy Carlson, Sangita Deb, Bonnie Harrison, Brandon Nichols, Stephanie Owen, Eddie Phillips, Yolanda Simmons, Gene Smith

**I. Call to order**

**II. Roll call**

**III. Housekeeping / Open Issues 1:05-1:15**

- a) Updating and creating folders on our personal liaison site
- b) Midterm and end of term reporting of liaison business for campus wide website
  - 1. Create updates/reports to be submitted to Subcommittee Co-Chair
- c) Selecting future meeting dates (once a month before General Assessment Meeting)
- d) Reporting Time and Effort / Individual Responsibility / Minute/Note Taker

**IV. New business 1:20-2:00**

- a) Redefining & re-collection of effective assessment tools per discipline
- b) What is an assessment and its purpose the bigger picture?
  - 1. Teaching departments how to create one common assessment for each discipline-
  - 2. Each assessment must measure two SLOs student learning outcomes
  - 3. Measuring gap and frequency based on all instruments collected
- c) Are we meeting objectives in student learning outcomes?
- d) New data collection form

- e) Creating scheduled trainings in your department
- f) Uploading documents (make sure all documents are clean of errors in incorrect data)

## **V. Adjournment**