

Assessment Liaison Committee Meeting  
Meeting Minutes – Sept. 20, 2017

Attendees:

Stephanie Owen - Communications  
Naima Dawson – Assessment Chair

Dean Nichols – Office of Instruction  
Dean Phillips – Office of Instruction

- I. Call to Order
- II. Roll Call
- III. Meetings and Minutes
  - a. Stephanie took minutes
- IV. Editing Course Mapping Activity
  - a. Discussed Cindy's and Stephanie's feedback
  - b. Agreed upon the following:

**In the Table:**

- i. Instead of Product, change to “Brief Description of the Assessment Tool”

**Under Directions:**

- ii. #3, bold/underline the word “**main**”
  - iii. #4, change “same example” to “see example” (typo)
  - iv. #4, underline “at least one”
  - v. #4, delete “student learning outcome” since SLO already there
  - vi. #4, put directions in bullet points:
- Match each course assessment tool that you use to one or more of the SLOs by placing an “X” in one of the column boxes (see example).
    - (Each assessment tool should be measuring at least one of the course-level SLOs, but can fulfill multiple SLOs as well)
  - Note: If you CANNOT match a course assessment tool to one of the course-level SLOs, place a “?” in each of the column boxes for that tool.
  - If you do not have an assessment tool for one of the SLOs student learning outcomes please leave the box blank. **YOU MAY HAVE BOTH (?) AND (blank boxes) that is to be expected.**

**Under the Questions:**

- vii. Combined and altered to 3 questions, which are:
  1. Did the assessments focus on what students should know **and** were they able to show proof of mastery? Briefly Explain.
  2. Please provide a brief reflection explanation for each (?) or (**blank**) in the chart. This can help assist your department in reevaluating SLOs or sharing valuable information about assessment tools that other faculty members can use to increase successful student learning growth in the classroom.
  3. After looking at the completed chart, please explain if you see any necessary changes that should be made with your assessment tools?

- V. How to present to faculty
  - a. Meet with faculty to discuss one-on-one with a sample, completed template
  - b. Direct faculty to the Virtual Exchange (X206) on Wednesday from 1-2 to get additional support/tutorial from Naima Dawson. Please forward those who will attend to Naima.
  - c. Review video: [https://www.youtube.com/watch?v=seDIq\\_hq-MQ](https://www.youtube.com/watch?v=seDIq_hq-MQ)
- VI. Adjournment
  - a. **ACTION:** Dean Nichols will schedule room for next meeting (2 hour block if possible)
  - b. Everyone strongly encouraged to attend the General-Body Meeting: Sept. 26 at 2:00-3:30, W100. Meeting will address:
    - i. Upcoming program review
    - ii. Liaison updates and introductions
    - iii. Co-curricular updates
    - iv. Academic Subcommittee updates
  - c. Next Liaison meeting is Oct. 11 from 1-2 in Virtual Exchange
  - d. Liaisons are also technically members of the Academic Subcommittee team. Gene Smith oversees and will announce next meeting