

Assessment Liaison Committee Meeting  
Meeting Minutes – Nov. 1, 2017

Attendees:

Sangita Deb – Physical Science  
Cindy Carlson – Biology  
Stephanie Owen - Communications  
Naima Dawson – Assessment Chair  
Gene Smith – Humanities

Yolanda Simmons – Human Services  
Erika Anderson - Mathematics  
Dean Nichols – Office of Instruction  
Dean Phillips – Office of Instruction

Discussion of Phase I – CSLO Template Completion and Issues

- Members discussed their process for collecting templates
  - Communications – 85% collected
  - Humanities – collected some, but difficulty in collecting because large number of adjuncts and overall feeling of “assessment fatigue” by colleagues
  - Biology – still in the process of collecting
  - Mathematics – still in the process of collecting
  - Human Services – have most, but still need additional ones
  - Physical Science – have most, but still need a few more
- Issues
  - Concerns regarding asking faculty to revise their templates when it was difficult to get them in general
  - Assessment fatigue by colleagues – is it realistic to request faculty to move onto phase II (creating discipline specific assessment tool to be implemented in spring)
  - Are faculty, in reviewing templates the Committee has, even ready for phase two when it appears there is confusion about what an assessment instrument is?
    - RESOLUTION to ISSUES
      - Postpone Phase II until Fall and work on collecting templates
        - Template collection deadline extended to **NOV. 10**
      - Review the templates received and each liaison will:
        - Review templates for their disciplines noting common issues that reoccur
        - Make note of excellent templates so those faculty members can either be approached about using their examples OR presenting during assessment portion of FDW
        - Provide “findings” to Naima along with the system you created to review templates
      - Provide FDW breakout sessions on common assessment issues discovered from template reviews