

# Meeting Summary – April 7, 2016

Tuesday, April 5, 2016 12:29 PM

## **Attendees:**

April Meeting: Cari Hennessey, Diane Torres, Andrew Kerr, Ana King, LaSandra Skinner, Susan Marcus, Leah Page, Joshua Jones, Diego Baez, Maureen Pylman, Angela Cotromanes, Mike Davis, Geoff Martin, Helen Valdez

## **1) Approve March 4, 2016 meeting summary**

Amend an unfinished sentence:

(esp. Student writing and their scores past English 101.)

Approved as edited.

## **2) Assessment Committee Tasks and Bylaws**

- Update on positions, duties, deliverables, and stipend/release time
  - Fix the Secretary/Archivist hours.
- Committee votes at May meeting
  - Suggestion that the Chairs position is for two years. The other positions are considered annual. People in those positions could serve as long as they wish, and could re-run annually.
  - Consider adding more adjuncts to better reflect our general education assessment (ie numeracy). Not restricted to one and no upper limit.
- Approved with no abstentions or rejections.

## **3) Program-Level Outcomes: Check-in**

- AS Degree – Numeracy outcome (Andrew + Math/Sci)?
  - If it is a new general education outcome then it would be applicable to all departments that contribute to the degree. Will be reviewed to see if it is a new outcome (program level) or if it is represented in an existing one.
- Child Dev. - Thank you to Angela for gathering Child Dev. outcomes
- Next Month:
- Cosmetology
- Business (LaSandra – May)

## **4) GenEd - Study of Oral Communication - Spring 2016**

- Consent form and IRB update
- Update on sampling, contact with faculty
  - Take the Math 207
  - Take the Reading course
  - Take the Humanities.
- Logistics and help with video recording
  - Need more cameras
- Planned dates: May 18 & 19

- Currently planning on May 18<sup>th</sup> for 9:00 – 1:00

*2:45-3:30 - Relocated to Room 2941 computer lab to work on Dept. "At a Glance" slides*

**5) Unit/Discipline Assessment - "At a Glance" slides**

- Dept. Faculty worked on At-a-Glance slides with aid from committee chairs and IR