I. Call to order
Beth Humphreys called to order the regular meeting of the Assessment Committee at 2:36 p.m. on October 11, 2012 at Room 107.

II. Roll call
The following persons were present: Marlene Chavez-Toivanen, Sharon Walsh and Beth Humphreys

III. Approval of minutes from last meeting
This was the first meeting of the new subcommittee of the Curriculum Committee.

IV. Open issues
a) None since the committee is new.

V. New business
a) The committee chose Beth Humphreys as chair.
   
b) The members discussed the decision for creating the subcommittee, recollected that the Curriculum Committee meetings never had time for discussions about assessment, and that assessment was significant enough to warrant a subcommittee. Further, the members said they would review this in a year to see if should be subsumed back into the parent committee.

   c) Marlene Chavez-Toivanen agreed to continue to prepare the forms for regulatory reporting. She reviewed the HED forms for members, showing the criteria, the rubric, the call for attachments in the form of assignments and/or rubrics, etc. As the process presented is more involved than members were aware, Marlene agreed to bring a copy of the recent 78-page report to the next meeting for members’ review.

   d) Members also looked at an old report of a program review for Development Education. Members decided that while the old report contained valuable information, it was more data driven than curriculum driven. The members chose to shift the focus to curriculum, learning objectives, and transferability. They decided that it should model a process that moved from institutional competencies to program competencies to course outcomes. Further, the
members discussed the eventual tie-in of student evaluations to the outcomes not only as helpful as achieving accreditation but to give instructors valuable feedback for improvement. The current action for this point was for members to collect examples of institutional competencies found on various institutional websites for review at the next meeting.

VI. Adjournment

Beth Humphreys adjourned the meeting at 3:37 p.m. The next meeting is scheduled for the 3rd Thursday of the month at 2:30 p.m. in Room 107; that would make it November 15th, 2012.

Minutes submitted by: Beth Humphreys