



MINUTES

Assessment Committee Meeting

Room A222

12/06/2016

11:00 – 12:00

Attendees: Bryce Battisti, Shawn Adams, Kelsey Williams Kris Merriman, Lynn Neal Teresa Borchardt, Katie Lorz, Marci Leong, Jon Bolas, Mike Wood

I. Call to Order

The meeting was called to order at 11:04 am.

II. Approval of minutes

Lynn Neal moved to approve the November 9 meeting minutes as written. Katie Lorz seconded the motion. All were in favor with no opposed and no abstentions.

III. BMST: Review the SLOs on their new MCOs

Art Cutting is making changes to the Biomedical program but will not be presenting today. Bryce showed the curriculum changes process map. When changes are made to a program, the instructor will meet with the Assessment Committee first to make sure learning objectives are measurable. Afterwards, the instructor will take their changes to the Curriculum Committee. Brand new courses will also go to the Assessment Committee first. Lynn Neal suggested receiving the curriculum documents for review ahead of the Assessment meeting date, and only meet with the instructor if needed. The group discussed having sub-committees to take turns reviewing curriculum changes on MCO's. By January, there should be documents for Assessment

Committee review. The Curriculum Committee will also be discussing if there will be a set time every year for curriculum changes. This will directly effect when and how often the Assessment Committee will review curriculum changes.

Bryce Battisti, Jon Bolas, and Teresa Borchardt recently viewed a presentation on the automated system for curriculum changes at Seattle College. Because of this system, Seattle College faculty use workflows rather than having meetings to do the curriculum and assessment work.

IV. SLO Survey: review of results, strategies for helping faculty complete the survey (Bryce)

The Assessment Committee members did very well in meeting with faculty and helping them fill out the survey. Some instructors filled it out right away without prompting. Teresa Borchardt reviewed the spreadsheet showing which programs filled out the survey. Central Campus has a meeting next week to fill out the survey together in the computer lab. Many instructors asked if they will receive copies of their surveys; Jon Bolas started making that possible. There is a table on the website displaying all of the results from the survey. Instructors will later fill out how they think they did in the next column. The survey can also be exported into a PDF. Not every program has a mission statement; it may not be required unless the program is accredited.

V. Adjourn

The meeting was adjourned at 11:47.