

Assessment Committee meeting 4/9/19

Attendees: Paula, Shawn, Bryce, Mike Wood, Lori Keller (minutes)

1. Call to Order: 11:06am

Mike Clark has never attended so his name is stricken from the rolls.

Teresa Borchardt is also being stricken from the rolls because she is no longer on campus.

Quorum achieved.

2. Motion on the floor to accept the minutes: Mike and Bryce seconded.

All in favor: Paula Shawn, Mike, Bryce.

3. Human diversity results survey:

- Bryce: Survey itself is a three page document and it's the same as in previous years. Second page has 9 questions that were on the fall survey, but only 3 answer choices. This is the follow up to the fall survey. The survey is on pages 4-5. We will assign it on Survey Monkey.
- BB drafted email with all names of people who completed fall survey. Some folks have to be taken off the list because they no longer work here: we can send the link and followup language for spring survey to remaining individuals.
- Use the Pirate Map graphic as hard copies to hand to folks who need the physical reminder.
- We have to get 100% completion with post survey.
- SA: Send email, give in the mail, send "thank you notes" for small celebrations each week. South and Central campus have good follow through with their people. Discussion of how to get done. Lori will buy chocolate coins to tape to each flyer.
- Email will go out today. Survey is due a week from email. If anyone needs to assess in spring quarter.
- Deadline – thank you for early completers – chocolate rewards.

4. New member recruitment and discussion/interpretation of the bylaws

- Representative of Areas of Study are needed:
- Sixteen areas are represented across campus. Bryce proposes a combination of Assessment and Curriculum Committees. Many reasons for doing so:
 - Better attendance
 - Digital access/new system
 - Faculty generally don't know some of the relevant rules to the Assessment issues when they are in and voting for Curriculum. The question of alignment of SLO's and quality of the teaching and how it is delivered to students. We can have

subcommittees within them, and we can expand our guidelines too. In the course planner the dean would have to confirm all those things like CIP and EPC and class planning forms before it gets to the “finish line”

- Then it all takes place before it gets into Course Planner app, and faculty can review the quality of the course.
- MW: AI asked at the last Curr. Meeting what was covered by Assessment and there is confusion generally, from AI on down.
- BB: Imagining a whole reorganization of the committees in July: membership, bylaws, etc.
- Paula: other colleges (6) she’s been at are combined. Lori’s data points of colleges are combined (2).
- If the combined committees work together and keep the process streamlined, then there is less confusion.
- This might be discussed this summer at July 12 meeting if AI agrees to combine the retreats. Do the prep work of combining bylaws in advance, and start the process. A lot of the language is already the same.
- Is there any confusion around whether the Chair of the committee is allowed to vote? Simply run the meetings? Get substantively involved? Needs clarification.
- Therefore, recruiting new AC members will be postponed until the final decision to combine or not is made. Committee recommends discussion of workload might constitute co-chairs of the AC/CC.
- Next steps: Bryce will put on the CC agenda for their consideration.
- If we do combine classrooms we need big screen and projector and better venue.

5. By-Laws Review

- Covered various section of the document. Voting section does not designate that faculty-only can vote. Chair’s voting status discussed.
- History: Curriculum and Assessment committees both existed, disappeared, and then restarted 2016 when EVP instituted.
- Bylaws will be tabled until committee combination discussion is held. All other items in this section tabled.

New Business

Paula - Inquiry: Class Planning Form currency and where do they reside? Unclear and various.
Needs to be determined across Bates.

Next Meeting May 14th**Adjournment**

Shawn, second Paula, meeting adjourned 12:10pm