

**Assessment Committee Minutes**  
**1:30 – 2:30, September 22, 2017**  
**Ware Student Commons Room 207**

**Present:** Emily Gilbert, Frank Sobey, Jennifer Rabson, Jill Gibson, Judith Carter, Karen Taylor, Kristin Edford, Megan Eikner, Michael Hart, Mitchell Parker, Sabera Muna, Sarah Bruce, Sarah Uselding, Stefanie Decker, Tamara Rhodes, Tamra Rocsko, Tina Babb, and Sarah Davis, recorder.

I. Welcome and Approval of Minutes

Tina Babb welcomed the committee. The main charge is to provide direction to faculty and staff regarding Institutional Effectiveness Initiatives for student learning and service outcomes.

Motion to approve minutes:

Kristin Edford moved to approve minutes as presented, Stephanie Decker seconded, and then they were approved by all.

II. Our Charge from the President's Office

- a. Excerpt from Strategic Plan: *E1. Create a functional, purposeful program review aligned with No Excuses 2020 Strategic Plan*
- b. Plan for future break-out sessions

We will meet individually as Instructional and non-instructional subcommittees to develop/revise program reviews for each area. This will begin this fall as we are already a year behind in giving the President's office a deliverable.

Meeting appointments will be sent out for each of the subcommittees to meet with Tina Babb and Frank Sobey to develop the Program Reviews.

III. Developments - Summer 2017

- a. Overall Assessment Plan
- b. Matrices and timelines
- c. Developing guidelines

Tina presented a handout of the AC Assessment Plan that provides structure to every type of ongoing assessment that we have at AC.

Also, presented were several matrices and timelines for academic programs. These establish assessment cycles for programs on a 5 year cycle.

We can place these documents in an assessment guide that Tina has drafted and will bring forward to the committee in a future meeting. Anything related to AC Assessment needs to be documented and published for AC and SACS to be able to view the Assessment procedures. The Assessment Committee will need to vote on approving the guidelines. Discussion followed regarding collecting data and cycles.

Tina is still unable to update any web content. Everything shown today will be on the Institutional Effectiveness website as soon as we are able to update web content.

- IV. Creating the “Teamwork” Rubric
  - a. Instructional sub-committee
  - b. Deadline of Monday, October 16

Teamwork rubric will be worked on now so that those programs assessing teamwork in the spring will have it now as they plan their assignments this spring.

The Instructional sub-committee will develop this rubric by October 16.

Appointments will be sent out to work on these rubrics.

A sample rubric from the AACU (American Association of Colleges and Universities) was displayed and discussed.

Tina will provide resources prior to the rubric development meeting.

- V. Assessment Principles
  - a. Needs revision
  - b. Align with current AC mission

The current principles are outdated (not revised since 2011) and are not aligned with AC’s current mission. The Principles of Assessment were displayed and discussed.

This will also be documented on the Institutional Effectiveness website.

Meeting adjourned 1:57 p.m.