

Assessment Committee Minutes
Instructional Sub-Committee
December 4, 2019

Members Present: Sarah Uselding, Judith Carter, Stefanie Decker, Eric Fauss, Jill Gibson, Carol Summers, Mark Nair, Jennifer Rabson, Tina Babb, Frank Sobey

Members Absent: Mario Mireles, Tamra Rocsko, David Hall, Jessica Hill, Michael Hart, Kristin Edford

- I. Welcome and Mission
 - a. This was the first meeting of the academic year. Co-Chair and Director of IE, Tina Babb, discussed the charge for this committee and welcomed new members.
 - b. A glossary of assessment terms and upcoming training flyers were distributed.

- II. Status Update of Ongoing Assessment
 - a. Feedback from the Committee: It is recommended by the Committee that the 5-year cycle/chart should be split into manageable timelines for the 2 year cycles. The Director of IE will remedy and send out deliverables due each year/off-year to all academic leaders and faculty.
 - b. The Closing-the-Loop documentation developed by IE and the Committee to be used by faculty and academic leaders in 2019-20 has been approved by the Committee.

- III. Draft of Assessment Guide for AC
 - a. The Committee set a January deadline to review the draft guides in its entirety.
 - b. A reminder should be sent to all Committee members after this meeting to request review for any revisions or additions to the guide.
 - c. Recommendation: The narrative for Closing-the-Loop and Program Review needs to be added in addition to the PSLO narrative. The Director of IE will be sending a new version in 2020.