

CCC Meeting Minutes Form

*Revised
7/2011*

Name of Committee or Group	Assessment Committee	
Date of Meeting	September 14, 2012	
Time of Meeting	9:00-10:00 am	
Individuals Present	Chriss Ellison, Colleen Lopez, Brad Bennett, Hailey Campbell Hudson, Troy Bielser, Shanda Mattix, Guest: Brooks Wederski, Connie Davis	
Individuals Absent	Jean Ann Wilson	
Purpose of Meeting	Monthly Assessment Committee Meeting	
In the box below, describe agenda items that were discussed and decisions made with appropriate rationale:		
<p>Assessment Website: the website will have several new items added including monthly meeting minutes, a DVD on assessment (used with permission), the General Education Matrix, forms used by faculty, Bloom's Taxonomy of Action Verbs, and other items as necessary. (Faculty is to let a committee member know if a document/information should be on website.)</p> <p>Outreach: Troy Bielser, Director of Outreach and Allied Health, has formed a sub-committee to write a report about the assessment activity in Outreach for the year 2011-2012. He and his committee are also writing a plan for assessment for 2012-2015.</p> <p>On-campus: Chriss Ellison, along with the Assessment Committee, is writing a report about on-campus assessment activity for 2011-2012. The Assessment Committee will also be writing a plan for 2012-2015 regarding on-campus assessment.</p> <p>New Faculty Training: Hailey Hudson and Chriss Ellison are designing a face-to-face training session for all new faculty (full-time and adjuncts). It will approximately 30 minutes in length and offered a minimum of two times, possibly three times to accommodate the schedules of adjunct faculty. Emails will be sent to all of the new faculty sharing dates and times for the training. It was agreed that every member on the committee should also support their new colleagues (in their divisions) by answering questions and helping them on an "as-needed" basis. Times and dates will be decided very shortly for the training sessions.</p> <p>Student Committee Membership: the committee decided that a student's participation was necessary (and also preferred by the HLC). Shanda Mattix agreed to ask one of her students to be a committee member. More to follow on this item.</p> <p>Committee Members: a list of committee members was emailed to all faculty. Each members' contact information is included as well as the academic division they represent. (The student's information will be added after the student agrees to participate.)</p>		
In the box below, explain how decisions/changes etc., will be used for improvement and how it will be measured. Please be specific:		
In the boxes below, record any action items that resulted from the meeting, who is responsible for completing the action and the expected completion date.		
Action Item	Responsible	Date Due
Design new faculty training	Hailey/Chriss	9/28/12
Assessment plan for Outreach	Troy	1/11/13
Assessment recap for 2011-2012	Chriss	10/28/12
Conduct assessment training for new faculty	Chriss	10/12/12
Documents for Assessment website	Committee	Continuous
In the boxes below, record the Plus/Delta for the meeting (Plus = those things that made the meeting		

successful; Delta = those things that could have been improved)	
Plus	Delta
Team members work well together and are respectful of opinions and ideas. Everyone understands the importance of the tasks to be accomplished.	
Submit completed form electronically.	