

CCC Meeting Minutes Form

*Revised
7/2011*

Name of Committee or Group	Assessment Committee	
Date of Meeting	Friday, October 12, 2012	
Time of Meeting	9:00-10:00am	
Individuals Present	Chriss Ellison, Troy Bielser, Brad Bennett, Hailey Hudson, Colleen Lopez, Brooks Wederski	
Individuals Absent	Shanda Mattix, Jean Ann Wilson	
Purpose of Meeting	Monthly meeting	
In the box below, describe agenda items that were discussed and decisions made with appropriate rationale:		
<ul style="list-style-type: none"> ✓ Brooks W. demonstrated the Program Level Assessment matrix. Committee members were very excited to have seen how the matrices are built and see the progress being made. ✓ Assessment Committee members roles and responsibilities were reviewed. The committee wants the document to incorporate wording on assessment activities/goals relating to the Strategic Plan and budgetary decisions. ✓ Determination on calculating "mean" for assessment purposes: Troy will contact Dr. Inbody to get a final definition of how Neosho Community College calculates "mean". Their use will be shared with all CCC faculty and staff. ✓ Assessment Website updates: 2012-2013 committee members are correct; student will be added next month; committee is reviewing a document to see if it should be on the website. Other links/documents will be considered for adding to the website. 		
In the box below, explain how decisions/changes etc., will be used for improvement and how it will be measured. <u>Please be specific:</u>		
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
Neosho Community College methodology for calculating "mean".	Troy B.	11/9/12
Update committee members goals and responsibilities with Strategic Plan and Budgetary wording incorporated.	Chriss E.	11/9/12
Work with Samantha for Assessment Webpage changes.	Chriss E.	11/9/12
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	
Brooks conducted training on program level assessment matrices. Wonderful progress!		
All team members actively participated in all discussions.		
Submit completed form electronically.		