

**Assessment Committee
Meeting Minutes**

<p>Attendees: Jmichael Crank, Gholam Ehteshami, Daniel McLaughlin (chair), & Peter Moore. Absent: Casmir Agbaraji, Colleen Arviso, Franklin Elliott, Shania Gamble, Carlos Paez-Paez, Paul Platero, Thiagarajan Soundappan, & Jose Vanguardia.</p>	<p>Date: Tue Apr 17 2018. Location: SUB 235: Called to order: 12:30 pm. Adjourned: 1:15 pm</p>
<p>Agenda items & notes</p>	<p>Action & person(s) responsible</p>
<p>1. Approval of the agenda</p>	
<p>Approved by consensus.</p>	
<p>2. Approval of previous minutes</p>	
<p>Minutes of Mar 20 2018 were approved by consensus.</p>	<p>Post on assessment website: D. McLaughlin</p>
<p>3. Reports</p>	
<p>A. Student Learning Consultant: D. McLaughlin.</p> <p>i. Consultant reviewed a PAR Checklist. It spells out steps for chairs to produce PAR's before end-of-semester.</p> <p>ii. Co-Curricular Project (CCP) Team has developed and is implementing a pilot service learning project in coordination with Tilda Woody in the Business Dept.</p> <p>iii. Consultant is meeting with Julie Bales on GenEd program design and assessment. They are developing a program profile for the GEP, and are going to design a comprehensive planning and evaluation calendar that will include GEP assessment.</p>	<p>Continue to provide updates on highlighted areas: D. McLaughlin.</p>
<p>4. Old business</p>	
<p>None.</p>	
<p>New business</p>	
<p>A. AY18 Assessment Report. Members reviewed the updated draft report. Consultant said he would recommend focusing on program assessment next year. One member suggested keeping CAR's. They are building blocks for PAR's.</p> <p>B. CAR and PAR scorecards. Another member suggested disseminating the PAR scorecard to promote compliance and participation by faculty.</p> <p>C. Plan for May 14-18. Consultant asked: what happens the week after graduation? Many leave by mid-week even though last day of work, contractually, is Fri May 18. Members agreed to keep Mon and Tue available for consultations and small group work with Con-</p>	<ul style="list-style-type: none"> • Edit PAR scorecard to include persons responsible for submitting reports; distribute to all faculty: D. McLaughlin • Work with academic administration to develop detailed plan for May 14-18: D. McLaughlin & C. Agbaraji

sultant, as needed; and to schedule final AC meeting Wed AM.	
Announcements	
None.	
Next meeting: Wed May 16 2018 from 9-11 am in SUB 231 (and via Bluejeans)	