

## **March 18, 2011 Minutes**

**Members present:** Adrienne Peek (Co-chair), Jennifer Hamilton (Lit/Lang), Chad Redwing (AHC), Steve Aristotelus (PE), Antoinette Herrera (Student Services), Gerry Wray (Tech Ed.), Pedro Mendez (IAC), Teryl Ward (Allied Health)

**Members absent:** Curtis Martin (Co-Chair), Ken Hart (Co-Chair), Pauline Rosado (ASMJC), David Baggett (Ag and Environmental Science), Charles Mullins (AHC), Steven Miller (BBSS), Eileen Kerr (BBSS), Jason Wohlstadter (LLA), John Sola (Public Safety), Jeremy Wilson (SME), Kamran Payvar (SME), Iris Carroll (Library)

### **Discussion Items**

- The group spent the entire meeting envisioning this year's Comprehensive Assessment Report and creating a plan for getting the work done.
  - A. The group decided that this year's Comprehensive Assessment Report would have the following sections:
    1. The Assessment Workgroup's Mission and Charge
    2. Executive Summary of the 2009 calendar year assessment accomplishments and assessment of the college's progress on the 4-year assessment plan, including self-assessment of the Assessment Workgroup's progress on its own action items
    3. Assessment Scheduled/Assessed, Results, Action Plans
    4. AUOs, SAOs
    5. Spreadsheet of Raw Data
    6. Action Items
  - B. The group decided to divide into subgroups for the remainder of the semester to work on each of the sections listed above. The subgroups are as follows:
    - Sections 1 and 2: Adrienne, Teryl, Ken
    - Section 3: Chad, Steve M., Jason, Iris, Eileen
    - Section 4: Pedro, Antoinette, Ken
    - Section 5: Pedro, Steve A., Jeremy, Kamran, and Ken
    - Section 6: Jennifer, Charles, Gerry
  - C. The group looked at the remaining four meetings of the semester and determined that the next two meetings (April 1 and April 15) would be working meetings at which the subgroups would convene to accomplish their tasks. The April 29 meeting will be a working meeting in which the group will compile the various sections and do some "cosmetic surgery." The May 6 meeting will be a working meeting in which final revisions to and editing of the Report will take place.

### **Homework**

- In order to prepare for the April 1 meeting, members agreed to read last year's Comprehensive Assessment Report in its entirety.