

April 1, 2011 Minutes

Members present: Adrienne Peek (Co-Chair), Jennifer Hamilton (Lit/Lang), Jason Wohlstadter (Lit/Lang), David Baggett (Ag and Environmental Science), Ken Hart (Co-Chair,) Chad Redwing (AHC), Steve Aristotelus (PE), Antoinette Herrera (Student Services), Gerry Wray (Tech Ed.), Pedro Mendez (IAC), Teryl Ward (Allied Health), Kamran Payvar (SME), Iris Carroll (Library)

Members absent: Curtis Martin (Co-Chair), Pauline Rosado (ASMJC), Charles Mullins (AHC), Steven Miller (BBSS), Eileen Kerr (BBSS), John Sola (Public Safety), Jeremy Wilson (SME),

Discussion Items

- The group spent the entire meeting discussing and finalizing the Spreadsheet of Raw Data for this year's Comprehensive Assessment Report. Some changes were made to last year's spreadsheet to eliminate confusion and report better, more pertinent data. It was also decided that this year's spreadsheet would include a bar graph showing where each area is in terms of the percentage of its courses that have been assessed to date.

Action Items:

1. Pedro will send out the revised spreadsheet by the **5th of April**.
2. Each division rep will populate the spreadsheet with the assessment data from his or her area by the **11th of April**.
3. Each division rep should look at the SLO work over the year and pull out highlights and patterns from the analysis of results/action plans and include numbers of how many courses were actually assessed and how many were scheduled for assessment but were not offered. Each rep should bring this "narrative" with him or her to the next meeting on April 15th.
4. At the April 15th meeting, the "Section III subgroup" will use this "narrative," along with the inputted data, to create the "Assessment Scheduled/Assessed, Results, and Action Plans" section of the annual Comprehensive Report.