



**ASSESSMENT WORK GROUP
APPROVED MINUTES
July 19, 2012**

MEMBERS PRESENT: James Todd, Antoinette Herrera, Gerald Wray, Teryl Ward, Bonnie Hunt, Beth Bailey, Chad Redwing, Steve Aristotelous, David Boley (In Place of Kamran Payvar), Kathleen Ennis, Pedro Mendez, Lorena Dorn, Letitia Miller, Heather Townsend (Recorder)

MEMBERS ABSENT: David Baggett, Kamran Payvar, John Sola

I. REVIEW OF MINUTES:

The Assessment Work Group members reviewed and approved the June 13, 2012 minutes.

M/S/C (Beth Bailey, Teryl Ward) to approve the Assessment Work Group June 13, 2012 Minutes.

II. CLO ASSESSMENT TO DO LIST:

James Todd exclaimed that the work group has a lot of work ahead of them for the purpose of achieving proficiency. James asked the work group representatives to send all assessment data/forms to Heather Townsend at townsendh@mjc.edu. James notified the work group of the following to do list:

1. Pedro to send spreadsheet to each division (rep)
2. Find and print all CLO assessments in CurricUNET, print and mark them off your spreadsheet
3. Find copies of the other assessed CLOs (paper copies), print/copy and mark them off your spreadsheet
4. Identify which outcomes assessments that you have data for, and have not been entered into CurricUNET, gather, and input into CurricUNET, and print
5. Identify which CLOs have not been done and distinguish between those scheduled for fall and those that will not be in the 5-year cycle
6. DUE ASAP – ideally August 1, 2011



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III. ACCREDITATION RESPONSE RECOMMENDATION 2 DRAFT OVERVIEW:

James announced that he had met with Jill Stearns to discuss the response draft for recommendation 2. James stated, "We are going to be proficient in two months." James said that the recent Assessment Executive Board Retreat was very successful. A lot of work was accomplished.

James discussed the recommendation 2 response plan. James mentioned that the following items have been discussed by Executive Board members and have or will be put into action soon. The following action items were discussed:

1. An Assessment Outcomes Webpage is currently in the design phase.
2. Training module on outcomes vs. objectives will be produced.
3. An MJC Assessment Day is in the works for August 24, 2012. (Assessment Day Task Force to outline and produce event)
4. Discussion of calling SLOs CLOs from this day forward.
5. A plan to have all syllabi from each course taught be reviewed by division deans to assure they are accurate.
6. A prompt in CurricUNET for learning outcomes. (James will send an email to Dr. Fay to work with Barbara Adams on this)
7. A development of Qualitative Analysis sheets for CLOs for all faculty to sign that they have reviewed them.
8. Development of a memo to be sent to all deans to request all CLO assessment evidence and statements.
9. CLOs to be entered into PiratesNet for all students to see when looking at course descriptions on the web.

IV. COMPREHENSIVE ASSESSMENT REPORT:

James announced that the Comprehensive Assessment Report will be completed in late August or early September.

V. ASSESSMENT WORK GROUP VICE-CHAIR UPDATE:

James reported that an announcement for the Assessment Work-Group Vice-Chair position will be going out to all full-time faculty shortly. James mentioned that the vice-chair will receive 10% reassigned time. The person that accepts this role needs to be aware that they are also the person who would become the Faculty Assessment Coordinator in 2 years and for 2 years.



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VI. STUDENT SERVICES UPDATE:

It was reported that Student Services has met all of the recommendations requested by ACCJC. Lorena reported that they have produced a grid and timelines. Lorena said that the information will be available on the Vice President of Student Services webpage. Heather Townsend plans to link that information to our Assessment Work Group page.

VII. CONCLUSION:

The next Assessment Work Group meeting is scheduled for August 2, 2012.