



ASSESSMENT WORKGROUP MINUTES

Dr. James E. Todd, *MJC Assessment Coordinator/Chair*
Pedro Mendez, *MJC Assessment Workgroup Co-Chair*

ASSESSMENT WORK GROUP APPROVED MINUTES AUGUST 2, 2012

MEMBERS PRESENT: Dr. James Todd, Gerald Wray, Teryl Ward, Bonnie Hunt, Beth Bailey, Steve Aristotelous, Pedro Mendez, Lorena Dorn, Heather Townsend (Recorder)

MEMBERS ABSENT: David Baggett, Kamran Payvar, John Sola, Antoinette Herrera, Chad Redwing, Letitia Miller, Kathleen Ennis

I. REVIEW OF MINUTES:

The Assessment Work Group members reviewed, amended and approved the July 19, 2012 minutes.

M/S/C (Lorena Dorn, Pedro Mendez) to approve the amended Assessment Work Group July 19, 2012 Minutes.

II. OUTCOMES ASSESSMENT DAY:

Dr. Todd announced that Jill Stearns has had a meeting with a few employees regarding the process for establishment of an annual Assessment Day. The outcome from the meeting was that a two day Institute Day would be planned this August to include the Annual Assessment Day on Friday, August 24, 2012. The plans to schedule these dates for this August have been placed on the Professional Development Committee agenda as well as Academic Senate agenda for approval. James distributed the Outcomes Assessment Day agenda draft. The work group members reviewed the proposed agenda.

James has a plan to distribute banker boxes to all divisions. The boxes will have a file for each course offered within the divisions and the CurricUNET assessment data related to the particular course. James plans to give each division a box of all the course information on Monday, August 6, 2012. James will ask each division to ensure that all assessment data for each course is accurate and assembled correctly by August 20, 2012. The Assessment Work Group will assemble the division packets for Assessment Day on August 22, 2012. James also distributed the Program Learning Outcome grids that will be used during Assessment Day to assess all programs within the divisions. The workgroup members reviewed the PLO/ILO Qualitative Analysis sheets created by the Assessment Executive Board for the Assessment Day packets. The sheets were edited slightly and will be sent back to the Executive Board for review and/or approval. James explained that on Assessment Day faculty will be placed to sit with their particular division. Each division will have a packet with specific instructions for the assessment process.

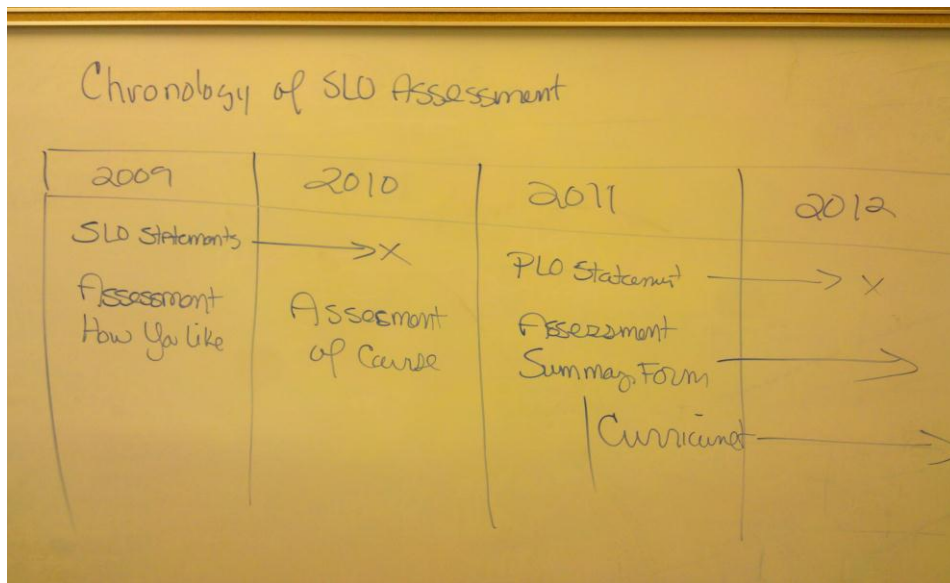


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Pedro mentioned that the chronology of the student learning outcome assessment process is very important to address on Assessment Day. Pedro outlined the chronology of SLO assessment on the white board as:



III. CONCLUSION:

The Assessment Work Group members will utilize the next meeting time to visit departments to see how they are coming on their "banker's box" work. James explained that the facilitation for Assessment Day will also be discussed at the next Assessment Work Group meeting scheduled for August 9, 2012.