



MINUTES
Committee for Assessment, Teaching and Learning Outcomes
Friday, May 18, 2009
3:30 – 5:00 pm
ETA 101, Lake Worth

Attendance:	Louise Aurelien <input type="checkbox"/>	Kellie Bassell <input checked="" type="checkbox"/>
Sidney Beitler <input type="checkbox"/>	Valerie Burks <input checked="" type="checkbox"/>	Susan Caldwell <input checked="" type="checkbox"/>
Jennifer Campbell <input checked="" type="checkbox"/>	Lori Crane <input type="checkbox"/>	Brian Kelley <input type="checkbox"/>
Sara Klompus <input type="checkbox"/>	Salvatore Manuele <input checked="" type="checkbox"/>	Joseph Millas <input checked="" type="checkbox"/>
Karen Pain <input type="checkbox"/>	Carole Policy <input type="checkbox"/>	Carlos Ramos <input checked="" type="checkbox"/>
Magdala Ray, Co-chair <input checked="" type="checkbox"/>	Lystra Seenath <input checked="" type="checkbox"/>	Richard Shepardson <input checked="" type="checkbox"/>
Helen Shub, Co-chair <input checked="" type="checkbox"/>	Raishell Smalls <input type="checkbox"/>	Patrick Tierney <input type="checkbox"/>
Connie Tuisku <input checked="" type="checkbox"/>	Mindy Yale <input checked="" type="checkbox"/>	Guest: Syeda Qadri

ITEM 1. Review of minutes and summary of last meeting

Discussion: The committee took a few moments to review the summary of the prior meeting. No one had any comments on the summary or the minutes of the last meeting, so we moved on to the next agenda item.

Data/data source: (where appropriate)

Action: Informational only

ITEM 2. Discuss ideas for assessment action plans and academic development action plans

Discussion: Although these were originally presented as two separate agenda items, it was decided that they would be combined into one activity. Dr. Magdala Ray hung post-it sheets along the walls of the conference room. Each sheet had written across the top one of the areas that was identified in the prior meeting as a possibility for developing an action plan. The topics on the post-it sheets were as follows:

- Develop plan to assess Gen Ed learning outcomes
- Consider using a standardized test to help measure Gen Ed learning outcomes
- Devise a plan to develop learning outcomes for Prep
- Create an “Assessment Statement”
- Develop a mentoring plan to involve new and experienced faculty
- Create a long-range plan for faculty development

The committee members were asked to walk around the room and spend several minutes at each sheet and write down their ideas for action plans for each topic. In addition, there were two blank sheets for people to add ideas for action plans related to assessment and faculty development.

Once all the ideas were entered, a discussion followed for each item. Those who wrote on the sheets had an opportunity to explain their thoughts and elaborate on their ideas. Once that discussion was concluded, the committee was able to combine certain ideas together and prioritize the action plans. The final result of the discussion was as follows:

Proposed Action Plans

1. **Create an Assessment Statement.** It was felt that this could be accomplished right away and will help give the committee a clearer vision regarding assessment.
2. **Develop a plan to assess Gen Ed learning outcomes.** This will incorporate the question of whether or not to include a standardized test as part of the assessment process. In addition, the committee decided to investigate how we might assess Gen Ed in the workforce programs. The committee also incorporated into this step the idea of creating a plan to raise awareness throughout the College about assessment. Part of that effort will be to train faculty and other appropriate College staff in assessment techniques.
3. **Develop an on-going faculty development plan.** An important component of this will be to create a mentoring program. This plan will be for all faculty and instructors, and will also ultimately, although not immediately, address adjuncts. There will be a strong focus on inter-departmental mentoring, as well as cross-disciplinary conversation, in order to create a "Community of Practice".

Data/data source: (where appropriate)

Action: Helen Shub and Connie Tuisku will work together to gather examples and suggestions for an Assessment Statement and will bring their ideas to the next committee meeting.

ITEM 5. Discuss meeting times

Discussion: Helen Shub asked everyone to submit their best times for meetings so we could maximize attendance at future meetings.

Data/data source: (where appropriate)

Action: The next committee meeting will be arranged to be held within two weeks of this meeting.

Meeting Adjourned at 5:00 p.m.

Submitted by:

Helen Shub, Scribe