

ASSESSMENT MEETING  
MINUTES  
February 2, 2006

Members Present:

Sara Harris  
Robbie McGurran

Cheyne Bamford  
Connie Strain

Tom DeMoulin

AGENDA:

**Report tracking update**

Sara distributed tracking sheets for review by committee members. The committee discussed establishing a deadline for delinquent reports and rewrites.

Action: Sara will draft a memo to distribute to faculty requesting these reports be submitted by February 16, 2006.

**Review of Assessment Report Rubric**

The committee reviewed the current Assessment Report Rubric and expressed concern over interpretation of the different levels of accomplishments. It was noted, the rubric could function with less levels, be less confusing to the evaluator and still be a beneficial feedback tool. Various approaches/concerns giving feedback to Faculty using this tool were discussed. The committee agreed to let Tom DeMoulin draft a revision of the rubric.

Action: Tom DeMoulin will draft a revision for the committee to review.

**Other**

Sara reported the ACC/NCA committee addressing NCA requirements believe the Program Assessment process at ACC is meeting the NCA criteria. Sara also reported she has a meeting scheduled with Deb Wilke (acting VPI) for Monday, February 6. She will discuss budget process, assessment report deadline issues, and assessment as a priority at ACC.

Action: No Action

Meeting adjourned 1:45 p.m.