Assessment Committee  10/28/2011  Minutes

The meeting convened at 11:00 AM. Marcia Roberts-Deutsch acted as temporary chair because Pat Patterson was in a meeting at the beginning.

Members Present: Marcia Roberts-Deutsch, Jerry Saviano, Eric Shaffer, Nadine Leong-Kurio, Steven Shigemoto, Renette Sonomura, Patrick Patterson, Cynthia Smith. This was a quorum, so the meeting was officially held.

1. Mike Rota visited the committee and thanked members for their willingness to serve while emphasizing the importance of the committee’s activities for College success in its mission and for Accreditation success.

2. Introductions of members of the Committee: Members present introduced themselves and their areas of responsibility/representation

3. Discussion of the purpose and functions of the committee: Overview
   a. Purpose and Function Statements from the committee charter
      i. The Committee Charter was read, and the committee discussed the authority and responsibility which the charter gives to the committee

4. Old Business: What did the last committee end with?
   a. List the agenda items and goals of the last committee
      i. The committee addressed the list of tasks from the last Assessment Committee meeting held. It was unclear to what degree these tasks had been completed. The committee decided to investigate these issues once the degree of assessment activity occurring on campus has been clarified.

   b. Look at the actionable items on assessment from the last accreditation report
      i. Cynthia Smith agreed to find and provide to the committee the list of actionable items on the last Accreditation Report that are relevant to the Assessment Committee purview.

5. New Business
   a. In order for the committee to become fully familiar with the state of assessment activities occurring on campus, and to what degree they are being conducted, how they are being used, etc., the committee decided to use the list of committee functions on the Charter, dividing those functions up and assigning one or more of those functions to each member present at the meeting to investigate. From the reports of the members, the chair will compile an overall report. The topics for investigation, and the party responsible for investigation include:
i. Institutional Effectiveness Plan – Cynthia

ii. Current State of Public Information on Assessment – Pat

iii. Program Reviews, including timeline and responsible parties – Marcia

iv. Transfer Student Follow-up, "Leaver" research, Career Student follow-up – Cynthia and Steve

v. General Education Outcomes Research – Marcia

vi. Student Evaluation of Instruction – Eric

vii. Fact Books – Steven

viii. Client/User Evaluations – Nadine

ix. Feeder School Surveys – Jerry

x. Special Program Research - Renette (with Pat as support)

xi. Administrative Assessment - for future research

b. The Committee charged the chair with contacting Dean Russel Uyeno to fill the open administration representative position.

Adjourned, 11:50 AM.

Respectfully Submitted,

Patrick M. Patterson

Chair, Assessment Committee

Nov. 7, 2011