### Assessment Committee
#### Meeting Minutes

**Attendees:** Jmichael Crank, Gholam Ehteshami, Daniel McLaughlin (chair), & Peter Moore. **Absent:** Casimir Agbaraji, Colleen Arviso, Franklin Elliott, Shania Gamble, Carlos Paez-Paez, Paul Platero, Thiagarajan Soundappan, & Jose Vanguardia.

**Date:** Tue Apr 17 2018. **Location:** SUB 235: **Called to order:** 12:30 pm. **Adjourned:** 1:15 pm

<table>
<thead>
<tr>
<th>Agenda items &amp; notes</th>
<th>Action &amp; person(s) responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approval of the agenda</td>
<td>Approved by consensus.</td>
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<td>2. Approval of previous minutes</td>
<td>Minutes of Mar 20 2018 were approved by consensus.</td>
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<tr>
<td>Post on assessment website:</td>
<td>D. McLaughlin</td>
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3. **Reports**

**A. Student Learning Consultant: D. McLaughlin.**

i. Consultant reviewed a PAR Checklist. It spells out steps for chairs to produce PAR’s before end-of-semester.

ii. Co-Curricular Project (CCP) Team has developed and is implementing a pilot service learning project in coordination with Tilda Woody in the Business Dept.

iii. Consultant is meeting with Julie Bales on GenEd program design and assessment. They are developing a program profile for the GEP, and are going to design a comprehensive planning and evaluation calendar that will include GEP assessment.

Continue to provide updates on highlighted areas: D. McLaughlin.

4. **Old business**

None.

5. **New business**

**A. AY18 Assessment Report.** Members reviewed the updated draft report. Consultant said he would recommend focusing on program assessment next year. One member suggested keeping CAR’s. They are building blocks for PAR’s.

**B. CAR and PAR scorecards.** Another member suggested disseminating the PAR scorecard to promote compliance and participation by faculty.

**C. Plan for May 14-18.** Consultant asked: what happens the week after graduation? Many leave by mid-week even though last day of work, contractually, is Fri May 18. Members agreed to keep Mon and Tue available for consultations and small group work with Con-

- Edit PAR scorecard to include persons responsible for submitting reports; distribute to all faculty: D. McLaughlin
- Work with academic administration to develop detailed plan for May 14-18: D. McLaughlin & C. Agbaraji
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<tr>
<th>Announcements</th>
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<td>None.</td>
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Next meeting: **Wed May 16 2018 from 9-11 am in SUB 231 (and via Bluejeans)**