

**Assessment Committee Meeting  
Minutes  
February 22, 2012**

**Members present:** Cassie Majetic, Jessica Ickes, Daniel Flowers, Susan Latham, Catherine Pellegrino, Laurie Lowry, and Stephanie Steward-Bridges.

**Not present:** Ella Harmeyer and representative from Division for Mission.

**Approval of Minutes:**

The committee approved minutes from January 24, 2012 and February 2, 2012.

**Assessment Committee Charges:**

Jessica informed the committee that she would write up the process used in creating the new charges and send it to the committee for review. Following final approval by the committee this will then be sent to the Senior Vice-President and Dean of Faculty who will forward the changes to the Governance Manual Committee for final incorporation into the Governance Manual.

**Assessment Grants:**

Reminders will be sent to faculty regarding the availability of assessment grants.

**Assessment Committee Website:**

The committee again raised a concern regarding the difficulty of locating the assessment committee website from the external SMC page. A link has been included on the Faculty Resources page of the intranet site. The committee agreed that efforts should be made to improve the presence of the site from the external site. It was suggested that a “committees” link be included in the A-Z function which would link to a page containing committee websites. A number of suggestions were offered for improving the website including updating the minutes on the assessment committee website to reflect the most recent meetings, developing the assessment tools section with the possibility of including concrete examples from across campus, and including a “frequently asked questions” section. The committee will review the website further during the next meeting as a projector will be available so that the committee can explore the site and offer suggestions together.

**Programming for Spring 2012:**

Jessica asked the committee for feedback on whether a speaker was still possible for spring 2012, or if the committee should plan for fall 2012. The committee indicated they thought it might be possible if we selected somebody local. Jessica indicated that programmatic assessment was an area of expressed interest from department chairs and the General Education Oversight Committee. Contact will be made with potential speakers.

**Accreditation and Lumina Project**

Jessica and Cassie updated the committee on the Reaccreditation Steering Committee and the Lumina Project. As a part of the campus-wide gap analysis comparing the Sophia Program in Liberal Learning Outcomes to the Degree Qualifications Profile, the College will need to compare its unique institutional specific outcomes to the DQP. Jessica asked the committee if they would be interested in assisting with this portion of the gap analysis. The committee was receptive to this suggestion.

Respectfully Submitted,

Daniel Flowers