Assessment Committee Meeting Minutes

Friday, October 2, 2020

1. **Opening:** The regular meeting of the Assessment Committee was called to order at approximately 12:00 on Friday, September 18th by Justin Tickhill. This meeting was held online via ZOOM. The meeting ended early because much of the team are in SSLI meetings today.
2. **Present:** Leesa Cox, Christine Lynch, Justin Tickhill, Dan Wagner, Dr. Gina Kamwithi, Dr. Karen Reed, Beth Franz
3. **Minutes**

Minutes from September 4th were reviewed and approved.

1. **Bifurcating of the Assessment Team- two significant tasks**

There was the suggestion to split up the assessment team for a short period of time to focus on two tasks:

The refining of online soft skills

and the CANVAS course.

There was also discussion about opening the team up to adjunct as well as full time faculty to join a short term focus project.

Justin will send an “open ask” email to all faculty. Then Justin will send out more targeted emails to each faculty member who has indicated interest in assessment in the past.

The timing of the projects will be either the end of the semester or perhaps flow into Spring. The meetings for each of these projects will be staggered monthly. This will begin October 2nd.

Additionally as part of this we will be launching the Assessment Office hours concept.

1. **Adjournment**

12:40

next meeting OCTOBER 2nd will be the CANVAS course meeting.

The following meeting will be OCTOBER 16th which will be focused on the ONLINE soft skills.

Submitted by Gina K.