Notes from LAC 9/4/15

Members Present: Tom Donaldson, Colleen Moore, Marius Coman, Katie Paschall, Peggy Romeo, Fernando Mayoral, Don Ransford, Eileen DeLuca, Joe van Gaalen, Allison Studer, Michael J. Engdahl, Amy Trogan, Jennifer Young, Richard Worch, John Meyer, Stuart Brown, Barbara Miley, Eric Seelau, Caroline Seefchak, Jane Charles

12:00 Noon: Introduction of new committee members

* Joe van Gaalen introduced Allison Studer, our new Assessment Analyst
* Jennifer Young – Marketing Associate for Academic Affairs, will also work on Newsletter
* Michael Engdahl – School of Business & Technology
* Marius Coman – Physics, new Assessment Coordinator for School of Pure and Applied Sciences

Marius will replace Peggy Romeo as Assessment Coordinator; Eric Seelau will replace Tom Donaldson. Both Peggy Romeo and Tom Donaldson will remain LAC members.

Review of April 2015 meeting minutes: Stuart Brown moved to approve; Jane Charles seconded.

Review of May 7, 2015 wrap-up meeting

Review of 2015/2016 Calendar. Amy Trogan requested that any suggestions to the calendar be sent to her.

Discussion of how Assessment Pilot will speak to Gen Ed this year…

* The question was posed whether the committee should we move forward with two or one of the piloted Gen Eds.
* Eileen summarized results from May wrap-up and gave detailed explanation of problems such as plagiarism and the need for writing assignment guidelines.
* Eileen also mentioned that there may be a need for the subcommittees to look into these issues.
* Eileen reminded the committee that CT and QR had problems with artifacts not representing the Gen Ed competency.
* Katie Paschall suggested perhaps we need more than one version of rubric, especially for CT
* Peggy Romeo suggested that if some rubrics worked better than other, then perhaps we should choose the 1 or 2 from those, while working to improve or tweak the others.
* Jane Charles suggested we focus on one competency.
* Joe van Gaalen explained all versions had concerns and that if raters were far apart, it may be evidence that the artifacts did not reflect Gen Ed.
* Fernando Mayoral asked whether there was a timeline to have a decision.
* Eileen DeLuca said that we need the rubric ready by early Spring.
* Don Ransford reminded everybody that new Gen Eds are not finalized, so we should focus on one that will most likely carry over to our new ones.
* Eileen DeLuca and Jane Charles suggested that we use COM this year because it need less tweaking.
* Tom Donaldson said that we should choose one we can generate in shortest order.
* Eileen DeLuca reminded the committee that COM will be in new Gen Eds.
* Don Ransford agreed that COM will be in new Gen Eds, and most certainly QR.
* Don Ransford moved to use COM first, then QR over the next two years while these two Gen Eds will be the focus of LAC’s Professional Development subcommittee; Caroline Seefchak seconded motion. The committee passed the motion.

Newsletter: Marty Ambrose will continue working on Newsletter with Caroline Seefchak, Jennifer Young and Amy Trogan. They will comprise the Learning Assessment Newsletter Subcommittee

* Amy mentioned that she would love to see someone from Business & Technology featured in the Gen. Ed. Assessment section.
* Amy said that we would like to include an Assessment Coordinator profile. She also suggested Eric Seelau.
* Joe van Gaalen will provide data and focus on application of assessment.
* Joe van Gaalen will also add Gen Ed plan (COM) including Professional Development, how we are going to collect data, and how faculty can participate.
* He will include Course Level data, but will be sure to distinguish from Gen Ed data.
* LOG winner, SENSE survey and Dual Enrollment data will be included.

Course Level Assessment Plan: Eileen Deluca summarized proposed list of courses for this year.

* The list has been vetted with Assessment Coordinators and Department Chairs and was shared with all faculty at the Provost’s meeting in August.
* Amy Trogan moved to adopt; Jane Charles seconded. The committee passed the motion.

Role of Coordinators: Dr. Wright had positive comments for LAC.

* Dr. Wright would like to see more specific deliverables for Assessment Coordinators. He is agreeable letting Assessment Coordinators to choose to be members of one of the three subcommittees.
	+ Assessment Newsletter – will ensure the monthly newsletter is published.
	+ Gen Ed - scoring and lead scoring teams
	+ Professional Development – will take more of a concrete role this year
* Caroline Seefchak – finalized copy of duties is actually a draft and need to take out the $2000 stipend and keep the $1500.
* Amy Trogan volunteered to revise.
* John Meyer – do not need two coordinators from Business & Tech; faculty will choose one and get information back to committee.
* Caroline Seefchak moved to finalize Role of Coordinators with stated revisions; Don Ransford seconded. The committee passed the motion.

Sub-committee Discussion

* Amy Trogan suggested we send out survey so that LAC members can indicate their sub-committee preference.
* Amy suggested that coordinators can consider how they were utilized last year when making this decision.
* Eric Seelau suggested rank which subcommittees to choose from so that everyone does not choose same one.

New Business: Eileen DeLuca reminded that Unit Plans are past due. If you need help, ask her or Joe van Gaalen.

1:25 pm: Amy Trogan - move to adjourn; Eileen Deluca seconded. The committee passed the motion.