**Learning Assessment Committee Minutes**

**10/2/2015**

**12:00 pm – 1:00 pm**

**AA168 (Lee Campus); E-105 (Charlotte Campus);**

**G-109 (Collier Campus); A-114 (Hendry/Glades)**

*Meeting called by Dr. Amy Trogan*

Members Present: Tom Donaldson, Colleen Moore, Marius Coman, Katie Paschall, Peggy Romeo, Fernando Mayoral, Don Ransford, Eileen Deluca, Joe van Gaalen, Kristi Moran, Michael J. Engdahl, Marty Ambrose, Richard Worch, Caroline Seefchak, Jane Charles

Not present: John Meyer, Stuart Brown, Barbara Miley, Eric Seelau

1. Amy began the meeting at 12:00. She introduced Robert “Dobin” Anderson who gave a short presentation on the assistance he can offer with online assessment: promote a new project, set up course level assessment, or whatever else is needed. Joe van Gaalen also stated that he can help with online assessment. With the consent of the faculty member, he can easily pull sections and assignments from Canvas for assessment projects. Amy and the committee members agreed that both of them offer excellent resources. The committee decided to add this information to the next newsletter.
2. Amy asked the committee to review the September meeting minutes; some minor revisions were suggested and the committee agreed. Caroline moved that the minutes be accepted with revisions; Marty seconded. The motion was approved unanimously.
3. The membership lists from the last three years were then reviewed. Michael asked if he was the Assessment Coordinator for his area; Eileen said that Dr. Meyer supported having Michael in the position of Business & Tech AC for his area. Some revisions were suggested for the Membership Lists. Jane motioned that the lists be accepted with revisions. Caroline seconded. The motion was approved unanimously.
4. The committee reviewed the assessment newsletter (submitted by the subcommittee: Caroline, Marty, Jennifer, and Amy—with Eileen’s assistance); everyone liked the new format and agreed the committee members were most photogenic. The next newsletter would feature Marius Coman and Bill Van Glabek.
5. At this point, the meeting turned to General Education. Joe said we have received 7 Gen. Ed. submissions and need more to assess COM. We also received a verbal commitment of another submission during the meeting. We would like to have more English, humanities, and history submissions. Writing intensive courses may be a fruitful area for “COM” assignments. Canvas makes the submission process easy, though students need to be told to add their Banner I. D. numbers. We need more ENC 1101 and ENC 1102 submissions, in particular. Eileen suggested that we also “shake the trees” for more social sciences submissions—including face-to-face, online, hybrid, and dual enrollment. Submissions from Baccalaureate courses would also allow for value-added studies (reviewing achievement by credit acquisition). Learning Assessment Coordinators are asked to encourage additional submissions at the upcoming department meetings. Eileen will also send out a reminder.
6. Joe then brought up course-level assessment; he has met with many faculty on their projects. Discipline chairs and coordinators have supported the list of focus courses. Discipline Chairs and Learning Assessment Coordinators should be setting goals related to these course assessments and entering them into compliance assist. Joe and Eileen can provide assistance with Compliance Assist. Also, the assessment office is now on Twitter. Michael stated that Business and Tech wants to adopt a cornerstone (Relevancy).
7. Amy introduced Kristi Moran as the newest LAC member.
8. Dr. Hibbard gave a presentation on the application process for ARC. The deadlines are October 7th and November 3rd this year. Full-time faculty can apply for an individual grant, collaborative grant, or equipment grant. Dr. Allbritten set aside $100,000.00 for this academic year. Anyone who has any questions should email Susan Hibbard. She is also conducting TLC workshops in grant writing.
9. Sarah asked about the syllabus review timeline; Eileen stated that the GEPR committee’s suggested timeline was that the new General Education competencies would take effect in Fall 2017. In advance of that, faculty may want to review student learning outcomes and align them with new General Education outcomes.

Caroline made the motion to adjourn the meeting; Sarah seconded.

Meeting adjourned at 1:10pm.

Minutes respectfully submitted by Marty Ambrose