



## ***Student Learning Assessment Team:***

**Meeting Minutes: February 4, 2019**

**Time Started: 2:30 pm**

**Time Ended: 3:25 pm**

### **Members Present:**

Nicole Dick  
Chip Marcy  
Brian McCallum

Samantha Sanger  
Bradley Sisk

### **Members Absent:**

Chris Turpin

Brandy Unruh

### **Minutes:**

The minutes of the Monday, January 21, 2019 meeting were approved.

### **Issues:**

The committee reviewed items.

#### **I. Gen Ed Essential Skills Assessment**

Brian & Sam provided an update of a meeting with Ryan Ruda and Jacque Messinger.

The committee will hold a training session on Friday, February 15<sup>th</sup> @ 1pm and Wednesday, February 20<sup>th</sup> @ 2:30pm for those faculty that will be engaged in Gen-ed Essential Skills assessment.

Chris Turpin and Bradley Sisk were assigned responsibility to provide a:

- Statement of Purpose/philosophy
- Definition  
...for these functions. In other words, in part, how does Gen Ed fit within the structure of the institution? How does it relate to other programs while remaining a program itself?



- Tasks/goals
  1. Reading/reviewing fall Gen Ed results
  2. Tracking down/assigning assessments...responsibilities for these were divided up by the committee
  
- II. Program Assessment reviews  
Responsibility for reviewing and updating the following was assigned to Nicole Dick and Brian McCallum.
  - Program Curricula Maps
  - Program Assessment report
  - Program course numbering
  - Other - (Integration in with the catalog)
  - ESAP: Essential Skills Assessment Planning
  
- III. Current assessment tracking:

...This includes Gen-Ed and others. The tracking of course assessment should become the responsibility of division leaders

  - Missing Assessments
  - Adjunct/outreach moving forward

...To be determined. Reading and reviewing results would likely be done by both SLAT and Division Leaders. Tracking down & assigning assessments would be done by/delegated by Division Leaders.
  
- IV. Bylaws for assessment. SLAT/GEN ED. This should be included in the policy of both Gen ed and SLAT  
...Responsibility to create a set of bylaws was assigned to Chip Marcy.

Due date for completion of the Gen-Ed statement of purpose and definition is March 1<sup>st</sup>. Due dates for completion of II, & IV is set for March 4<sup>th</sup>.

### Next Meeting:

The next meeting of this committee will be Monday, February 25, 2019 at 2:30 pm in ACAD1111.