

Issue: adjuncts need to be told to submit outcomes for one class per year

Decided to mention this to department chairs

Issue: deadline for submission of assessment outcomes for fall semester

Decided to consider deadline in mid to late January

Issue: modification of assessment outcome form

Decided to modify outcome form to include criterion for outcome success, and to make sure that gen. ed. outcomes have been assessed.

Issue: Discussion of change of assessment policy wording

Decided that wording of procedure 1.0 Instructor Responsibility should be modified to reflect that adjuncts submit outcomes for one class per year while full time faculty submit Course Assessment Report Forms twice per year (one class per semester). Current language does not make this distinction.

Issue: assessment reports availability

Kathy will have assessment reports available at next meeting of committee. Function of committee will be to read and assess the reports. Will ultimately write a summary report that will be made public.

Meeting adjourned 12:00 pm