Ad Hoc Assessment Committee Minutes
September 21, 2017

Present: Costel Calin, Ray Cotrufo, Karen Cummings, Charlie Dillinger-Pate, Marybeth Fede, Jesse Gleason (chair), Anthony Richardson, Rebecca Silady, and Robert Smith

Absent: Heidi Lockwood & Pat Starvaggi

Meeting began at 9:40am

1. Plan/Topics for remaining meetings:
   - Oct. 5: Meeting with two affinity groups
     - Creative Drive (CD)
     - Cultural Expression (CE)
   - Oct 19: Meeting with three affinity groups
     - Glob. Awareness (GA)
     - Time & Place (TP)
     - Conflict & consensus (CCO)
   - Nov 2: Meeting with one affinity group: Written communication (WC)
   - Nov 16: Coming back to key issues; organizing PRAC to get ready for Fall 2018
   - Dec 7 (possible): Finalize key issues

2. Discussion of separation of LEP Assessment from Program Review and Assessment
   a. It has been decided after many years of discussions that LEP assessment would occur separately from program review assessment
   b. According to PRAC program review and assessment document, LEP falls under general education, thus LEP assessment should be treated as another program and submit their review & assessment report through PRAC according to the seven-year cycle
   c. If outcomes and uses of each assessment are different (e.g., for program review or for LEP review), the assessment tool might also be different

3. Discussion of questions RE: revision of “v. 6 Rubric Assessment and Planning Process document”
   a. Should data to be uploaded from Tier I and II include both assessed data and raw data?
   b. Should data be submitted directly to the LEP Assessment Director and then the LEP Assessment Director will send a report to the Office of Planning and Assessment?
   c. How can departments better support instructors’ efforts to collect assessment data?
4. Discussion of whether departments with external accreditation should be permitted to skip all program review except the assessment of LEP courses and would this mean that those departments would not receive reassign time for assessment?

Meeting adjourned 10:50am