



**Assessment Committee Meeting Minutes**  
**Wednesday, 9/11/2024 9:00 a.m. – 10:00 a.m.**  
**Faculty representatives only**

Attendance: Dr. Michael Smith (CAES), Dr. Tabitha Young (CCOB), Dr. Dharshana Arachchi (STEM), Dr. Angela Lambert (COHS)

- Call to Order - Dr. Michael Smith
- Dr. Smith provided the history of the committee to the new members.
- The approval of HLC on our assessment plan from the initial visit was detailed. Dr. Smith read the findings of the follow up visit relative to assessment and the need to address these concerns in the report due February 24, 2025.
- The discussion of ILO linking to PLOs and assignments to show assessment was explained.
- The Scope of Work document was explained.
- Dr. Lambert noted that the Spring 2024 LiveText assessments would be re-opened for faculty completion.
- The faculty representatives present recommended that deans be invited to the assessment meetings to assure they are working through the need to do the assessment. There needs to be director/chair training as well as faculty training on how to properly utilize the rubrics.
- There was discussion of co-curricular assessment moving forward. Dr. Smith reviewed the planned approach for this assessment. Co-Curricular Mapping was shared.
  - Student Affairs Benchmark Data - Ron to assess participation rates.
- LiveText use was briefly noted. Dr. Lambert provided information that it would not be the assessment depository after this academic year.
  - Ensure Deans and Chairs communicate to faculty the need to map ILOs – PLOs and to check their accounts for rubrics and necessary courses to be assessed.
- Topics for the next meeting shall include:
  - Address HLC concerns
  - General Studies review – update on timeline and task force
  - Data trends

- 23/24 rubrics to be resent
  - Status on co-curricular assessment
  - LiveText replacement
- Adjourn Meeting