Assessment Committee Meeting Minutes

Date: December 5, 2013

Location: GTA 118 (Elko) and GBC 118 (Ely)

Committee Members In Attendance: Marcus Babaoye, Darius Cooper, Frank Daniels, Jonathan Foster, Rick Mackey, Laura Pike

Call to order: 1:00 pm

1. Committee discussed possible procedures for assessing courses taught by adjuncts
   - basic idea of tying assessment of adjunct taught course to 5 year evaluation rotation of adjunct taught courses was suggested and approved.
   - decided that only for-credit courses offered solely by adjuncts should be part of the assessment process
   - assessment forms for such courses should be completed following the first semester the course is offered, and then in accordance with five year evaluation
   - adjuncts should complete same course assessment form as full-time faculty
   - committee will create document outline proposed process and procedures by late January and seek input of Adjunct Committee

2. Committee discussed creation and schedule of production of annual Assessment Committee Summary Report for 2012-2013.
   - completed course assessment reports for 2012-2013 to be distributed among committee members for evaluation at January meeting
   - committee decided that rubric used to evaluate reports for the 2011-2012 report would be used for 2012-2013 reports
   - committee decided that structure and format of 2011-2012 report would be adopted for 2012-2013 report

Meeting adjourned at 1:45 pm