Call Meeting to Order
Time: 12:04 p.m.

Attendance
Present: Narren Brown, Juliann Brueske, Dr. Burt, Rebecca Gullickson, Elaine Hardwick, Kim Johnson, Doug Laven, Becky Miller, Laurie Oeslager, Mark Paddock, Shawn Schroeder, Wayne Whitmore

Absent: None

Guest(s): Darci Stanford

Additions to Agenda
None

Adoption of Agenda
Agenda was approved

Approval of Minutes
Minutes from the May 9, 2019 meeting were approved.

Old Business

Mentor/Mentee Update
❖ With the addition of new members to the committee, we will have to reassign mentors and mentees. Several members have a significant number of programs they are mentoring. If any members want to share a couple of their mentored programs with the new members, let Becky Miller know as soon as possible.
❖ Mentors discussed the success of assessment work at the fall in-service. Doug Laven questioned why some programs are not completing their plans at the end of the previous year.

Mission: South Central College provides accessible higher education to promote student growth and regional economic development.

Vision: South Central College will be the region’s leading institution for transitioning individuals into the college environment, educating students for technical careers, and building student capacity for future study through inclusive student-centered programs and services. The college will be a committed partner in the regional economy, helping individuals and organizations compete in the global marketplace.
and need time in the fall to get them done. There wasn’t an answer to this question, but work needs to be done to hold all program faculty accountable for their plans each year.

❖ Mentors will be responsible for providing their mentees feedback using the Assessment Plan Review Checklist. Mentors can find a blank copy of this form on the shared drive. Becky Miller offered to help those mentors that don’t have time to get the forms completed.

❖ Becky Miller shared the Mentor/Mentee Schedule with the committee. Use this schedule as a guide to help you communicate information with your mentees.

New Business

ICC Assessment — Critical & Creative Thinking

❖ Becky shared the ICC Assessment Schedule that was created by Dr. Burt and Becky. The schedule outlines the academic year that the ICC’s will be assessed college-wide. Committee members reviewed and approved the schedule.

❖ The Communication and Critical and Creative Thinking ICC’s will be assessed college-wide this year.

❖ The Communication rubric has been completed, but the Critical and Creative Thinking ICC is still in draft form.

❖ The Assessment Committee has decided that Dr. Burt will request that the Department Chair for this area will convene a group of faculty to work on the Critical and Creative Thinking rubric.

❖ Once the Critical and Creative Thinking rubric is completed by the group selected, it will go to AASC for review in November.

❖ The group will then have time to make any requested changes, and the rubric will go back to the AASC for final approval in December.

ICC Immersion Experience

❖ ICC Immersion Experience will take place on May 19, 20, and 21, 2020 this year.

❖ ICC’s being assessed: Communication & Critical and Creative Thinking.

❖ Mentors will share the rubrics with mentees and explain that only the first page of questions need to be answered when submitting student artifacts from one class.

❖ Explain to mentees that the rubrics will only be used by the ICC Immersion team when completing the college-wide assessment. Faculty can use the rubrics that have been designed, but that is not required. They can continue to use the tools they have in place.

❖ Artifacts can be submitted to the program folders in both spring and fall, whenever the assessment is given to the students.

❖ Artifacts can be in written, electronic, or any format that is used.

❖ Dr. Burt and Narren discussed the FERPA laws and explained that we can use the student artifacts for educational purposes.

Meeting Dates

❖ Meeting dates and times were discussed and approved by the committee.
**Action Items**

Action: Complete Assessment Plan Review Checklist for all programs  
Person Responsible: Committee Mentors  
Timeframe: December 2019

Action: Critical and Creative Thinking Rubric  
Person Responsible: LAS English Department  
Timeframe: December 2019

Action: ICC Immersion Experience (Artifact submission)  
Person Responsible: Mentors/Mentees  
Timeframe: December 2019/May 2020

**Adjourn**

Time: 12:54 p.m.

**Recorded By:** Mark Paddock