Call Meeting to Order  
Time: 3:10 p.m.

Attendance  
Present: Becky Miller, Mark Paddock, Laurie Oeslager, Jodi Olson, Rebecca Gullickson, Shawn Schroeder, and Jenny Dumdei  
Absent: Narren Brown, Elaine Hardwick, Doug Laven  
Guests: None

Additions to Agenda  
None

Adoption of Agenda  
Agenda was approved

Approval of Minutes  
Minutes from the November 8, 2018 meeting were approved with changes. Becki Gullickson made a motion to approve, seconded by Jodi Olson.

Old Business

Mentor/Mentee Update

❖ Becky Miller discussed the Program Inventory. Most programs have their 2017 – 2018 Assessment Plans completed. Focus will be put on getting ALL 2017 – 2018 Assessment Plans completed at the January In-Service.
❖ Student Learning Outcomes have been added to the top of all the 2018 – 2019 Assessment Plans. Becky found that not all programs are assessing their documented SLO’s.

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.
❖ Becky Miller will meet with Bill Block from Machine Tool Technology on Monday, 12/17/18, to complete their 2017 – 2018 Assessment Plan.
❖ Jodi Olson completed all her Assessment Plan Review Checklists and sent them to her mentees with instructions on completing their plans.
❖ College website needs to reflect the Student Learning Outcomes (SLO’s) in the same place for all programs. Currently, the SLO’s are very difficult to find. Some are on the program description page, some are on the link to the Scope and Sequence forms, and others are not on the website.
❖ Discussion of the Student Learning Outcomes. Should we call them Student Learning Outcomes or Program Learning Outcomes? HLC uses Program Learning Outcomes. Committee will discuss this again at the January meeting.

Assessment Plan Review Checklist.
❖ Assessment Plan Review Checklists are complete for most programs. Mentors have, or will be, sending them to their mentees with instructions moving forward.

ICC Assessment
❖ Mentors will discuss the assessment of the ICC’s at the January In-Service. Programs will be encouraged to continue assessing the Communications and Critical Thinking competencies, but to also add at least one more ICC to their 2018 – 2019 Assessment Plan.

New Business

January In-Service
❖ The Assessment Survey draft was discussed. Becky will revise per committee feedback and send out to committee members for approval. The survey will be administered to the faculty members at in-service.
❖ Focus of sessions:
  o Mentors will show faculty how to access the Online Assessment Training in D2L Brightspace
  o Mentors will review the Assessment Sample Grid with mentees
  o Finish 2017 – 2018 Assessment Plans
    ▪ Access Assessment Plan Review Checklist and make suggested changes.
    ▪ Discuss how faculty will implement noted changes from their 2017 – 2018 Assessment Plan to their spring courses
  o Review Student Learning Outcomes (SLO’s) at the top of the 2018 – 2019 Assessment Plan.
    ▪ Determine if the SLO’s are measurable and still current to your program. If changed need to be made, talk with your mentor.
    ▪ If you have been assessing the same SLO’s for several years, select another SLO’s to add to your assessment plan for the 2018 – 2019 academic year. If you are a program that has been assessing for several years, it is expected that you are assessing all of your SLO’s each year.
Faculty should visit the SCC website and determine if their current SLO’s are published on the website. If not, let your mentor know and we will take the appropriate steps to get them on the website.

Action Items

Action: Prepare for January In-Service
Person Responsible: Committee
Timeframe: January 2019

Action: Incorporation of SLO’s on SCC Website
Person Responsible: Becky Miller
Timeframe: February 2019

Adjourn
Time: 3:55 p.m.

Recorded By: Mark Paddock