MINUTES

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

Attendance
Present: Becky Miller, Mark Paddock, Doug Laven, Jodi Olson, Rebecca Gullickson, Shawn Schroeder, and Cali Wade (for Narren Brown)

Absent: Elaine Hardwick, Jenni Dumdei

Guests: None

Additions to Agenda
1. Survey of Mentor/Mentee Program at January In-Service
2. Add Program Learning Outcomes to the top of the 2018 – 2019 Assessment Plans

Adoption of Agenda
Agenda was approved

Approval of Minutes
Minutes from the October 11, 2018 meeting were approved. Doug Laven made a motion to approve, seconded by Shawn Schroeder.

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.
Old Business

Mentor/Mentee Update

❖ Doug Laven had positive feedback and enjoyed the help from Becky Miller. Doug still has a little work to do on the Small Business Management plan and will work with Scott Taylor at the January In-Service to get the 2017 – 2018 Assessment Plan completed.

❖ Shawn Schroeder completed the Assessment Plan Review Checklists for his mentored programs. Becky Miller provided some feedback on the Dental Assisting 2017 – 2018 Assessment Plan that Shawn will share with Jenni Dumdei. Shawn also updated the committee on the Liberal Arts assessment. They will be finishing their 2017 – 2018 Assessment Plan at the end of the fall 2018 semester.

❖ Jodi Olson is still working with the Child Development faculty to get their 2017 – 2018 Assessment Plan completed. Jodi is struggling to get someone to do their assessment but is confident it will get done soon.

❖ Becky Miller met with Bill Block from Machine Tool Technology to clarify what still needs to be completed on their 2017 – 2018 Assessment Plan. Bill will work with Jon and Chris to get the data and analyze the results. He will have the plan completed by December.

Assessment Plan Review Checklist.

❖ Becky Miller is willing to review and complete the Assessment Plan Review Checklists for any mentors that need assistance.

❖ Make sure your Assessment Plan Checklist forms are completed and uploaded to the shared drive soon.

Assessment Plan Update

❖ Should the Student Learning Outcomes (SLO’s) be added to the assessment plans? All committee members in attendance agreed that they should be added.

❖ Becky Miller will add the SLO’s to all 2018 – 2019 Assessment Plans. While adding the SLO’s, Becky will also be checking the online catalog to make sure all SLO’s are listed in each program area. If not, a list will be created of those that need to be updated in the online catalog.

ICC Assessment

❖ Committee members did some research at other college websites to see if we could find information about how they are assessing their ICC’s. There really wasn’t a lot of information on the sites. Research was also done on standardized tools that are available to assess the ICC’s, but most of that information was not current. The committee will continue the discussion of assessing the ICC’s.

❖ Shawn Schroeder said there is a lot of emphasis being placed on rubrics. The committee will research rubrics that are available that might assist us in assessing the ICC’s.
New Business

January In-Service

❖ The committee will be designing a survey to administer at the January In-Service that will let us know how successful the mentor/mentee program is and what the current faculty assessment knowledge level.
❖ Committee will discuss the content of our breakout session for January In-Service at the December meeting.
  o Finish 2017 – 2018 Assessment Plans
    ▪ Discuss how faculty will implement noted changes from this plan to their spring courses
  o Review what SLO’s will be assessed on the 2018 – 2019 Assessment Plan.
  o College-wide ICC assessment brainstorming

Action Items

Action: Add SLO’s to 2018 – 2019 Assessment Plans for all programs
Person Responsible: Becky Miller
Timeframe: November 2018

Action: Complete draft of Assessment Survey for January In-Service
Person Responsible: Becky Miller
Timeframe: November 2018

Action: Mentors complete Assessment Program Checklist, share with mentees, and upload to the shared drive.
Person Responsible: Committee Members
Timeframe: November 2018

Adjourn

Time: 3:53 p.m.

Recorded By: Mark Paddock