Assessment Committee Meeting Minutes  
Thursday, December 14, 2017  
3:00 p.m. – 4:00 p.m.  
North Mankato – President’s Conference Room  
Faribault Campus – President’s Conference Room

Members Present  
Doug Laven, Becky Miller, Jodi Olson, Mark Paddock, Shawn Schroeder, and Dr. Susan Tarnowski

The meeting was called to order at 3:04 pm.

Minutes from the November meeting were approved.

Mentor/Mentee Updates

Becky Miller reported:
- Carpentry plan is complete for 2016 – 2017
- Computer Careers will finish their 2016 – 2017 plan early in spring semester
- Computer Integrated Machining will finish their 2016 – 2017 plan early in spring semester
- Marketing Management will finish their 2016 – 2017 plan early in spring semester
- Multimedia Technology will finish their 2016 – 2017 plan early in spring semester
- Computer Integrated Machining will finish their 2016 – 2017 plan early in spring semester
- Visual Arts does not currently have a plan. Will try to work with them at in-service

Jodi Olson reported:  
- HVAC plan is complete for 2016 – 2017
- Child Development plan is complete for 2016 – 2017
- Architectural Drafting is working on completing their 2016 – 2017 plan
- Mechatronics will focus on getting their 2016 – 2017 plan complete at the beginning of spring semester
- Office Administration and Technology is complete for 2016 – 2017
- Community Social Service is currently in a redesign phase and will continue to work on their plan moving forward
Mark Paddock reported:
- Brad Schloesser agreed to help communicate assessment information to the 14 Farm Business Management faculty to get their 2016 – 2017 plan completed
- Mark talked with Mark Wehe on the Faribault Campus and felt that the faculty in the FBM area have a good understanding of assessment.

Doug Laven reported that:
- Waiting for more information to complete their 2016 – 2017 plan
- Doug will be meeting with the Auto Body faculty soon to discuss their 2016 – 2017 plan
- Email Scott Taylor, Small Business Management and is waiting for a reply

Shawn Schroeder reported that:
- Geographic Information Systems have completed all but one column of their 2016 – 2017 plan and have started their 2017 – 2018 plan
- Biology is currently not a program
- LAS – working with the faculty in spring to put it on the current Assessment Plan grid
- Accounting is complete for 2016 – 2017
- Meeting with Dental Assisting over the holiday break
- Graphic Communications is complete for 2016 - 2017
- Business Management does not currently have a plan. Program learning outcomes need to be created. Program Review is not being done for this program and the program should be put on the review schedule.

January In-Service Discussion
Committee discussed the Communications rubric to present at the January In-Service. It was determined that we would use the 5-point scale.

It was suggested that the Communication verbiage be added to the top of the rubric for clarification. We will also add information to the top of the rubric that asks the questions, “Where in your program is the ICC assessed?” and “What assessment strategies (assignments) do you use to assess the competency?”

Mentors will be provided both the blank rubric and a sample to share with their mentees at in-service to help guide the discussion.

The next meeting will be held on Thursday, January 11, 2018, at 3:00 p.m. to 4:00 p.m.

Meeting adjourned at 4:19 p.m.

Recorder
Mark Paddock