Assessment Committee Meeting Minutes
Thursday, October 12, 2017
3:00 p.m. – 4:00 p.m.
North Mankato – President’s Conference Room
Faribault Campus – President’s Conference Room

Members Present
Jenny Dumdei, Doug Laven, Becky Miller, Jodi Olson, Mark Paddock, Shawn Schroeder, and Judy Zeiger

Special Guest: Tracy Murphy

The meeting was called to order at 3:00 pm.

Minutes from the September meeting were reviewed and approved.

Institutional Core Competencies
Tracy Murphy presented the Faculty Guide for Integrating SCC’s Institutional Core Competencies and four different rubrics she created to assess all of SCC’s Institutional Core Competencies. Tracy would like to have a few programs use the new rubrics as a pilot program to see how they work and if any changes should be made. The committee will continue to talk about the new information Tracy created and determine how we will share it with our mentees.

Doug Laven stated that he could see how to incorporate more of the ICC’s in his assessment plan by looking at all of the information Tracy provided. The documents point out all of the different methods that can be used to assess the competencies.

The committee then discussed how many of the ICC’s, and program outcomes, need to be assessed each year. The committee thinks that having the faculty assess all four of the ICC’s might be a little overwhelming. Since many of the faculty are new to the college, it is important that we give them time to understand the college’s assessment program and the valuable information they receive by having a complete assessment plan. By having the faculty assess a minimum of two program outcomes and two of the ICC’s, they wouldn’t be overwhelmed. As the faculty becomes more familiar with the assessment program, they would increase the number of outcomes assessed until all ICC’s, and PLO’s are assessed.
The committee would like Dr. Tarnowski to let us know if this is an acceptable approach to assessment. We want to make sure that all mentors are giving the same message to their mentees.

Jodi Olson mentioned the new ICC’s and when we have to have them on our CCO’s. Currently, the ICC’s don’t have to be changed in WIDS until you modify a course and it has to go through curriculum approval. Some committee members mentioned that they are changing them on their syllabi, but not in WIDS. Becky Miller with contact Gale Bigbee, Curriculum Committee Chairperson, to see if they have a plan in place to get all current CCO’s updated to the new ICC’s.

**Mentor/Mentee Assignments**

Becky Miller presented the new Mentor/Mentee Assignment list. Judy Zeiger let Becky know that she doesn’t serve as a mentor, but will be working with Brian Yingst on the Student Affairs assessment. Judy’s programs will be reassigned.

Shawn Schroeder agreed to add the Liberal Arts and Sciences program to his list of programs in place of the Multimedia Technology program. The Multimedia Technology program will be reassigned to Becky Miller.

**Mentor/Mentee Meeting Schedule**

Committee members approved the meeting schedule presented. Becky Miller is available to meet with mentors and mentees if needed. If you would like Becky to attend any of your meetings, let her know the dates and times. If available she will join the meeting.

**The next meeting will be held on Thursday, November 9, 2017, at 3:00 p.m. to 4:00 p.m.**

Meeting adjourned at 4:00 p.m.

Recorder

Becky A. Miller