Committee members present:
Chris Ambrosio, Jennifer Boylan, Dr. Walter Diaz, Matt LaBranche, and Dr. Rodrigo Pinto

Minutes/note taker: Rodrigo

Committee members approved the October minutes.

As an update on committee membership, Rodrigo notified other members that John Wescott has moved on from the Assessment Committee to other committees in the Division of Student Affairs.

Committee meetings continued to feature the new standing item they recently instituted into their monthly agenda as preparation for an equivalent agenda item on assessment that has recently been incorporated into the monthly senior staff meeting among the Division. As the second volunteer in the annual series, Jennifer presented on assessment and answered questions at the committee meeting as a workshop supporting a similar presentation and discussion at the senior staff meeting later on. The presentation and discussion on the Office of AccessAbility Services in turn generated a question for all Student Affairs units: Might a future Division assessment report have a special focus on the new test-optional students?

The process to schedule future presenters for the assessment presentation series was the next agenda item, when Rodrigo updated the committee on a sign-up calendar that he and Ken Bedini were circulating.

Members of the committee revised a revamped draft of the form/template that the Division will use to gather Data Collection and Assessment Plans from its units. For example, Walter recommended and other committee members agreed with two considerations. First, under the methods and timing columns of the form, an impartial observer or peer resource that units are expected to tap would include not only Campus Labs or Baseline, but also the Assessment Committee itself—which could in turn still submit any data collection instruments it receives over to Campus Labs through Baseline for additional comments. Second, the revamped form would stand as sufficiently clear and as a better fit with institutional culture if it did not rephrase some of its language in a second frame that conveyed the same ideas on effectiveness in other words. For instance, Jennifer suggested and other committee members agreed that it would be informative to incorporate two samples of how units are to fill out the form, one illustration tailored to programmatic units and another customized for service-based units.

Members approved the general timing of basic and advanced trainings in Baseline with Campus Labs that Rodrigo had planned in synchrony with submissions of the Data Collection and Assessment Plans above.

The committee heard an update from Rodrigo on his drafting of the 2015-16 assessment report and his plans to draft letters of assessment feedback to units.

Next meeting: Thursday December 8 at 1pm in Student Center 107.