

Assessment Committee

Meeting Minutes

December 10, 2019

8am-9am in CIE

Members Present: Tim Smith, Martha Martinez, Elaine Groggett, Monica Ketchum, Sarah Snyder, Miguel Sanchez, Vanessa Weaver, Luis Vizcarra

Members Absent: Scott Donnelly (sabbatical), Eva Aviles, Nicole Acosta, Shara Skinner, Robert Killin, Jacqueline Quinonez, Julissa Fitts

Today's Meeting

- Continue Planning “Reshaping Assessment” for Spring semester start-up-
 - Martha will email the assessment day flyer to all Division Chairs and other department supervisors. *Flyers will not be posted on faculty office doors.*
 - Martha will send an email to all AWC employees notifying them of Assessment Day. The email will include the flyer, agenda, and a statement that the event is mandatory for faculty and open to everyone else. She will also ask faculty and staff who plan on attending to log into Tk20 this week to be sure they can access the application.
 - Assessment Office will create sign in sheets for the individual breakout rooms. Assessment Office will place the sheets in the rooms before the lab sessions begin.

To-do for next meeting

- Martha will contact the divisions to recruit more committee members

Next meeting

- Not yet set- spring meeting dates/times will be determined and calendar invites will be sent by the Chair
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