



Committee Meeting Minutes

Meeting Date	Tues. March 6, 2018
Meeting Time	3:10- 4:15pm
Meeting Location	Conference room
Type of Meeting	
Committee	Curriculum / Assessment Committee
Facilitator	Tami Nendick
Attendees	Jeff, Cassy, Lucas, Bill, Mandy, Devery, Julia

Agenda Item #1:Course Review Budget Form		
Time Allotted	5 minutes	
Presenter	Tami	
Discussion		
Conclusions		
The budget form for course review was approved via email with the suggestion that it be created in sheets rather than docs so that it can auto calculate.		
Action Items	Person Responsible	Deadline

Agenda Item #2: Language signs		
Time Allotted	15 minutes	
Presenter	Tami Nendick	
Discussion		
Conclusions		
Common terms or phrases should be sent to Tami for a list to edited. Lucas will translate the list to Ojibwemowin. Cassy and Tami will make uniform dual language signs to be posted in classrooms. Tami will also be ordering black frames if anyone needs any to hang materials on campus. Cassy has ceiling hooks to hang tree specimens Bill’s students will be collecting that could also be put on display.		
Action Items	Person Responsible	Deadline
List of phrases submitted	All faculty	ASAP
Translations	Lucas	3/27
Produce dual language signs	Cassy and Tami	4/3

Agenda Item #3: Performance Indicators		
Time Allotted	45 minutes	
Presenter	Mandy Schram	
<p>Discussion</p> <p>Performance indicators by goal area need to be finalized especially for those courses up for review this spring if it has not already been done.</p> <p>Mandy reviewed possible indicators like pre and post tests, assignment comparisons, Accuplacer scores, etc.</p> <p>Jeff questioned whether this needed to be done online or on paper.</p> <p>These assessments should be same from semester to semester with samples included.</p> <p>While certain classes are chosen for review this spring, all courses that fulfill a particular goal area should have performance indicators set.</p>		
<p>Conclusions</p> <p>Students without submissions will no be counted in the total as it skews the average and does not provide valuable data.</p> <p>Data may be recorded either online or on paper using the old forms. Fall 2018 should be recorded online whether it's simply the course outcome or the entire assessment created in Canvas.</p> <p>Samples and data will be maintained regularly even though courses are reviewed on a three year cycle.</p> <p>Courses that fulfill more than one goal area will need to be sure the indicator measures each outcome using the appropriate rubric. That may mean multiple assessments are used to measure the different outcomes.</p> <p>Goal scores using the rubrics for each area will need to set to determine if progress is being made.</p>		
Action Items	Person Responsible	Deadline

Signature of Committee Chair

Date