



Committee Meeting Minutes

Meeting Date	11/28/17
Meeting Time	3-4 p.m.
Meeting Location	Board Room
Type of Meeting	Assessment Committee
Committee	Assessment
Facilitator	Mandy Schram
Attendees	Tami Nendick, Mandy Schram, Jeff Jones, Lucas Bratvold, Bill Stephani, Julia Stephani, Nokomis Paiz, Devery Fairbanks, Nadine Bill

Agenda Item #1: Program Outcomes		
Time Allotted	60 minutes	
Presenter	Mandy Schram	
Discussion The committee discussed upcoming tasks/requirements. <ol style="list-style-type: none">1. The first drafts of spring syllabi are due today (11/28/17).2. Instructors must gather sample assignments for classes in which we have designated specific program outcomes. These samples should be given to Tami Nendick to compile.3. The discussion board rubric was approved by Faculty Senate – Mandy will add this at the account level in Canvas so anyone using discussion boards can find the rubric and attach to assignments.4. Faculty must also use rubrics to measure course and program learning outcomes in spring semester 2018. Faculty inservice time will be allotted to this.		
Conclusions		
Action Items	Person Responsible	Deadline
Faculty will complete their final syllabi for spring by the first day of classes in spring semester.	Faculty	January 8, 2018
Mandy will add the discussion board rubric to Canvas	Mandy	December 5, 2018
Faculty will gather sample assignments and deliver them to Tami Nendick	Faculty	December 5, 2018
Mandy will create instructions for creating rubrics and aligning them with outcomes	Mandy	December 5, 2018

Mandy Schram

12/5/17

Signature of Committee Chair

Date