

# Assessment Meeting Minutes, 10/12/12

Attendees: Michelle B, Bernadette T., Patrick S., Susan M., Pam D., David N., Denise M., Dawn D., Manny M., Brian H., David K., Karimeh A.

\*Approval of Minutes 9/14/12- minutes were approved unanimously.

\*Updates

- Program Assessment- 100% of program assessments were submitted.
- Course Assessments- 100% of course assessment timelines were submitted.
- Think Tank- theme/activity ideas- Denise gave everyone a handout summarizing the think tank meeting. The think tank decided on "Improving Writing Across Campus in all Disciplines". There will be another meeting next month to continue the think tank discussion. A campus wide invitation will to invite participants for the think tank was discussed. The assessment committee agreed to support the think tank topic and activities during assessment month.
- Accreditation- Week of October 22- We tentatively have an assessment meeting set up for the accreditation team to visit, in the event that they want to sit in. If the team does not request to sit in, the meeting will be canceled. It is tentatively set for Tuesday the 23rd, 11:30-1:00.
- Assessment Presentation- Bernadette reported that she, David, and Bonnie had attended the student success conference and presented on all the things Bakersfield College had done in assessment. She reported that the presentation was well received and many people left saying they were inspired. It was suggested that an article of this presentation be put together and reported on the assessment blog, so that all of campus would be informed. Bernadette agreed to get that done.

\*Upcoming Spring Events Planning

- Assessment Week/Month- The committee decided to have an assessment month and spread out the workshops with varying days and times to give more people the opportunity to attend. "Growing Strong: Take Root with Assessment", was the theme selected for assessment week this year. It was decided to use green ribbons to signify assessment month. David agreed to come up with some images for theme.
- o Students-It was discussed to have student writing workshops offered during assessment. The committee decided to have a writing contest on campus during assessment month offering first, second

and third place. The student will have two topics to choose from, "How to succeed at BC" or "How not to succeed at BC". How the winners were to be selected was a topic of great discussion, one idea was having Faculty and Staff read them using a rubric. It was decided to let the think tank determine how to approach this topic.

- o Faculty Training- Topics/ Days/Times- During assessment month, two faculty and staff trainings will be available each week month on assessment and writing topics, and one writing workshop for students. It was discussed to have some treats or pizza at trainings to draw participants. Possibly treats for faculty workshops and pizza for student workshops.

- o The committee also discussed having assessment month in February for Spring 2014. Members of the committee felt it would be less busy for faculty than April and we could possibly get more participation. It was also mentioned that the theme could revolve around "Love" since Valentines Day is in February.

- Assessment Reception

- o Date- April 25th, from 3-6

- o Location- garden

- o There was a discussion about asking Chef to prepare maybe root vegetables, or carrot cake to go with annual theme.

- o In order to fulfill the assessment strategic goal number 4, it was discussed to select four superior assessment plans that had been submitted this semester and post them on a board at the assessment reception .

- o It was decided to invite the BC jazz group again to play at the reception.

Action Items:

- Bernadette write article about Student Success Conference and post on Blog

- Bernadette secure rooms for assessment month workshops

- Bernadette follow up with committee regarding accreditation assessment committee meeting.

- Bernadette will talk to Chef about foods to be offered during the assessment reception.

- David put together "branding" images for assessment month.

- Think Tank- follow up with think tank regarding how the student essay contest will be scored. And what type of training for faculty and staff members should be offered during assessment month.