

SUMMARY OF WORKING SESSION TO WRITE ASSESSMENT MANUAL

MAY 23, 2016

Working session do revise Assessment manual

Session began at 9:00AM

Members present: Les Lafountain, Jeff Azure, Marilyn Delorme, Dr. Ann Brummell, Ron Parisian, Erik Kornven

Copies of an assessment Manual used at some time at TMCC was given to members.

The session began with a review of rubrics, dates, department plan form and glossary.

(keep in mind a significant amount of discussion and collaboration took place before any change to eliminate or add something was written.)

The name on the first page will be changed from Faculty Assessment manual to **Assessment Manual**

Mission Statement on the first page **will stay the same.**

Add the Seven Teachings of the Anishinabe people with explanation of each to the first page

Make a glossary of terms at the end of each section

Leave table of contents on second page

Eliminate F origination of manual

Eliminate Program responsibilities

Eliminate listed appendix new one will be added when revision is complete

A complete and revised table of content will be organized at when revision is complete

SECTION ONE INTRODUCTION

Add Institutional Philosophy

Rewrite section on purpose and definition

Eliminate Institutional goals

Change **ASSESSMENT COMMITTEE** to STUDENT LEARNING COMMITTEE

Define Purpose of committee

Composition of committee

Function of committee

Add glossary of terms for this section

SECTION TWO COURSE LEVEL ASSESSMENT

Redefine Purpose procedure

Add Time line

Add glossary of terms for this section

Session adjourned at 4:10 PM

May 24, 2016

Working session began at 9:10AM

Members present: Les Lafountain, Ron Parisien, Jeff Azure, Dr. Ann Brummel, Erik Kornkven, Marilyn Delorme

(keep in mind a significant amount of discussion and collaboration took place before any change to eliminate or add something was written.)

SECTION THREE PROGRAM LEVEL ASSESSMENT

Change **Program responsibilities** to Program level assessment

Redefine Purpose and procedure

Add STUDENT LEARNING OUTCOME ASSESSMENT

Add time line

Add glossary for this section

SECTION FOUR INSTITUTIONAL ASSESSMENT

Discussion:

Entry level surveys for placement

Entry level Cultural Survey

Put together an overall assessment plan to include all assessment plans that programs are required to do in addition to the TMCC Assessment. Such as the CTE 5 years review, NAACLS Allied Health Laboratory programs, Pharmacy yearly review plan Board of Nursing Review.

Discussion on renaming the report document from FARM no name change is documented.

Need a way for co-curricular services to begin assessment maybe through committee ambassadors.

Session Adjourned at 4:20PM

May 25, 2016

Working session began at 9:05AM

Members present: Les Lafoutain, Ron Parisien, Dr. Ann Brummel, Marilyn Delorme , Erik Kornven

(keep in mind a significant amount of discussion and collaboration took place before any change to eliminate or add something was written.)

Session began with a review of previous two days' work.

A review and revision of the Annual Assessment report form.

How do we close the loop with Administration with request for educational material or equipment as determined in course assessment? = Add another column to the report form.

Again discussion to change the name from FARM

Just for fun

SLAM Student Learning Assessment Matrix

PAR Program Assessment Report

No decision for name of form but hopefully it won't remain as FARM!

Erik will complete the table of content and the appendix then will email out a working copy to all Staff and Faculty.

Session adjourned at 3:30PM

Recorded by;

Marilyn Delorme