**Assessment Committee Meeting**

**11/07/2024,**

**Virtual, 1:00 PM – 2:30 PM**

Attendees

Antonia Ginnakakos-Ferman (chair)

Emilio Collar (minutes)

Patricia Cumella

Kelli Custer

Shawn McCarthy

John Osae-Kwapong

Julie Perelli

Jerry Wilcox

H. Howell Williams

Elise: • Attended SPOL training and will be going for additional training

• University is purchasing SPOL with additional modules for accreditation & assessment

• More detailed training will be available soon

John: • Sent links to NECHE group about SPOL

Antonia: • What tool will faculty use?

John: • What will be the process? Is this committee going over details, licenses, how

 SPOL will be implemented, access rights, etc.?

Elise: • When assessing writing, results will be much more easily be tallied and

 tabulated. SPOL has other modules for different accreditations.

Kelli: • Aurora Community College has been using SPOL very successfully

Antonia: • Look over bylaws

 • A few comments and word changes

• Could we have a companion document that outlines more details on responsibilities? This would be good as members rotate off the committee and new members join.

H. Howell: • This sounds like “shadow bylaws”.

Jerry: • I am not aware of any committee with “shadow bylaws,” but additional

 documentation augmenting a committee’s bylaws do exist on other committees.

Elise: • We can include what we need in the bylaws; we should keep this simple and

 straightforward.

Antonia: • Our role has been to develop objectives with collection of assessment of data

Jerry: • We have recommended to deans and department heads to add to their annual

 report the information we need, but this approach has never worked.

• Would be useful for this committee to specify recommendations for handling these reports

Antonia: • Would this responsibility fit under John’s office?

John: • We would need to reconcile recommendations with my office before moving

 forward

Elise: • Getting everyone on SPOL is a process

 • Departments and schools will eventually adopt SPOL

 • Helping other departments not assessing is a key role for this committee

Patricia: • Is our committee involved in other accreditations & assessments? Not currently.

 Hopefully, SPOL can be applied or used with other accreditations.

Antonia: • We can provide guidance on objectives and assessments, as well as obtain

 assessment information from annual reports.

Elise: • What about timeliness of assessments? SPOL enables users to enter their own

 assessment results at any time. Our committee can assist and advise in

 entering data in SPOL.

Antonia: • We can schedule meetings with department chairs.

Antonia: • Sections A and E of bylaws, any feedback?

Jerry: • I recommend we remove section E completely. Section A is sufficient. For

 example, CUCAS checks for learning outcomes, but does not engage in

 discussion with the departments on specific student learning outcomes.

Antonia: • I will send everyone revised bylaws.

Julie: • Bylaws needs to be updated regarding my updated title: Dean of Student

 Affairs.

Antonia: • We also require 2 student representatives. I contacted SGA and they will be

 appointing 2 students soon.

Adjourn: 1:45 PM.