

Institutional Learning Outcomes Assessment Committee
Meeting Minutes
November 15, 2019
TTC 4380
9:00 a.m.

Present: D. Coates, W. deDie, G. Fredericks, D. Mondoux, C. Oliphant, T. Stefanick, R. Vezeau

Absent: D. Coblentz, R. Durkee, P. Eagan, P. Henning, R. Reynolds, M. Roty, B. Taraskiewicz

1. Call to Order – The meeting was called to order by D. Coates at 9:00 a.m.
2. Welcome – The committee welcomed a new member, R. Vezeau.
3. Membership – The committee has gained and lost some members. T. Tuinstra will no longer be part of the committee. R. Durkee will be joining. The committee would like to invite someone from the health careers department to join the group.
 - a. Each committee member should check to make sure that they have access to the “Academic Assessment” folder on the G Drive. Each discipline should have two sub folders; one for the 2015-2018 cycle, and one for the 2019-2022 cycle.
 - b. The new syllabus template is also now available in the G Drive.
4. Mentor Assignments and Deadlines – Defining the role of the mentor as someone who should be helping to guide disciplines through assessment plans. Mentors should also help disciplines to have the accountability to be able to translate to outside agencies what they did, how they did it, and what the results were. D. Coates will assign mentors to disciplines.
5. Definitions – ALC and FRL department would like to explore revising the definition that states “written and oral” when talking about communication.
 - a. The committee explored the idea of only using the titles, and dropping the definition/explanation. The reasoning for doing this would be that since each discipline is so different, it would allow each to make it their own.
 - b. The committee also explored the idea of using measureable language in each of the titles.
 - c. This discussion will be tabled for now.
6. Next Steps – Reporting and presenting data to HLC is critical, and we need to work on improving to meet their high standards.

7. Next Meeting:

- February 21, 2020

8. Adjourn – The meeting adjourned at 9:55 a.m.