Meeting Called By: Diane Duin  
Mary Susan Fishbaugh  
Type of Meeting: Monthly  
Facilitator: DD & BW  
Attendees: Diane Duin,  
Elizabeth Fullon, Linda  
Wham Tasneem Khaleel,  
Tammi Miller, Rita Kratky,  
Megan Thomas, Brent  
Roberts, Michael Barber,  
Matt Redinger, Barbara  
Wheeling.

### Topic A

**Presenter Name(s):** DD  
**Notes Taken:**  
**Time:**  

**AAC Organization**

Notes: Transition to Barbara Wheeling as the chair of the Council.

**Action Items:**  
**Person Responsible:**  
**Approved/Rejected/Tabled:**

### Topic B

**Presenter Name:** BW  
**Notes Taken:**  
**Time:**  

**Assessment**

Notes: Barbara gave a recap of Project 1 (ongoing) and Project 2 (workshop completed last semester). She reminded the group that the NWCCU first year report is due in September. Two items for the report are 1) the development of core themes, objectives (goals) and indicators and 2) responses to the recommendations of the last evaluator’s report. One of the those recommendations addressed learning goals, hence, the workshop on learning goals (Project 2) and the ongoing exercise on assessment (Project 1).

To that end, **assessment goals** this year are 1) conduct assessment and report results for any program that did not report assessment results last year (by the end of the spring semester) and 2) identify learning objectives that should be re-phrased to more clearly indicate observable tasks. Project 1 is designed to address each of these goals. After completing Project 1, assessment coordinators are asked to meet with the faculty to work on re-phrasing identified learning goals.

**Action Items:**  
**Person Responsible:**  
**Approved/Rejected/Tabled:**
**Topic C**

<table>
<thead>
<tr>
<th>Presenter Name:</th>
<th>BW</th>
<th>Notes Taken</th>
<th>Time</th>
</tr>
</thead>
</table>

**2011 Timelines**

Notes: In order to have time during the summer to write the first year report, the assessment goals and core theme goals should be completed by the end of the current semester. More specific timelines on assessment will be communicated later. By the next Council meeting, indicators should be developed for each of the core theme goals. After the next meeting, the core themes, goals and indicators will be distributed for public comment. Public comment will be completed by the April Council meeting. The Council will work on finalizing these items at the April meeting.

Action Items: | Person Responsible: | Approved/Rejected/Tabled: |
---|---|---|

**Topic D**

<table>
<thead>
<tr>
<th>Presenter Name:</th>
<th>BW</th>
<th>Notes Taken</th>
<th>Time</th>
</tr>
</thead>
</table>

**AAC Bylaws**

Notes: Revision of the bylaws is required due to the new chair and to make sure that all campus constituents are represented on the Council. The AA Council will be expanded to include all entities outlined in Dr. Young’s original organizational chart. This inclusion will also need to move those identified into “core theme” groups. Barbara will work with Mary Susan to make these revisions.

Action Items: | Person Responsible: | Approved/Rejected/Tabled: |
---|---|---|

**Topic E**

<table>
<thead>
<tr>
<th>Presenter Name:</th>
<th>DD</th>
<th>Notes Taken</th>
<th>Time</th>
</tr>
</thead>
</table>

**Core Themes and Goals: Work to Date**

Notes: Diane presented the list of core themes and goals. The document included the hierarchy of items: core theme, goals, indicators (what we intend to measure), tool (how we measure, for example, student papers, surveys), measure (rubrics, scores, numbers), data (compilation of the measures) and analysis. Diane discussed these items to clarify definitions. Diane mentioned that core themes were revised slightly to include verbs and to simplify the fourth core theme.

The COT submitted comments on the core themes today and Diane volunteered to have Elaine incorporate them into the original document. The document will be resent to Council members.

Action Items: | Person Responsible: | Approved/Rejected/Tabled: |
---|---|---|

**Topic F**

<table>
<thead>
<tr>
<th>Presenter Name:</th>
<th>DD</th>
<th>Notes Taken</th>
<th>Time</th>
</tr>
</thead>
</table>

**Core Themes and Goals: Work Groups**

Notes: Diane outlined a plan to form work groups, one for each core theme. The tasks for the work groups are 1) review the goals for content and wording and 2) develop indicators for each goal.

Council members volunteered for the following core themes groups:
Support Individual Learning—Rita Kratky, Diane Duin, Megan Thomas
Cultivate Teaching Excellence—Tammi Miller, Michael Barber and Linda Wham, Brent Roberts, Matt Redinger, Tasneem Khaleel.
Promote and Engage in Civic Responsibility—Elizabeth Fullon
Enhance the Community—Megan Thomas and/or Brent Roberts

Barbara will work with each group.

Barbara will contact other members of the Council to serve on core theme groups, send out examples of indicators from other schools to groups and meet with individual colleges on assessment activities to complete this semester.

<table>
<thead>
<tr>
<th>Action Items:</th>
<th>Person Responsible:</th>
<th>Approved/Rejected/Tabled:</th>
</tr>
</thead>
</table>

**Topic G**

<table>
<thead>
<tr>
<th>Presenter Name:</th>
<th>DD</th>
<th>Notes Taken</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Schedule</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:

**Next meetings: March 14 and April 11, 3:00 pm, COE 122**

<table>
<thead>
<tr>
<th>Action Items:</th>
<th>Person Responsible:</th>
<th>Approved/Rejected/Tabled:</th>
</tr>
</thead>
</table>