

**Assessment Taskforce Minutes**  
**September 16, 2004**

The Assessment Taskforce met at 2:45pm on Thursday, September 16, 2004, in the Blue Room of the Business Sciences Building. Members present were: Bill Lewis, Kathy Ackerman, Kelly Dedmon, Angela Ledford, Jeremiah Councill, Bob Harrison, Steve Hollifield, Jo James, Barbara Peterson, John Quinley, Tom Tucker, Carl Jackson, Lisa Bridges, Erin Strickland, Nancy Womack and Carol Richardson.

The following items were discussed:

1. QEP subcommittee reports were given:
  - A. Portfolio subcommittee:
    - a. Dr. Barbara Peterson , Chair
    - b. Members include: Tom Tucker, Erin Strickland, Carl Jackson and John Quinley.
    - c. Minutes of their meeting will be forwarded to Dr. Nancy Womack, Dr. John Quinley, Jo James, and Carol Richardson.
    - d. Accomplishments include Review of the QEP Handouts, Collaborating with the Library to reserve materials regarding Assessment, Student portfolios and best practices. Barbara will share this bibliography with faculty at the Campus-wide meeting this month.
    - e. Barbara shared information about a portfolio assessment booklet published by “Assessment Update.”
    - f. Nancy Womack shared an article “Values of a Student Portfolio” from “ The Teaching Professor”
  - B. Project Penelope Subcommittee:
    - a. Jo James, Chair
    - b. Members include: Jeremiah Councill, Kelly Dedmon, Tim Beaver, Steve Hollifield, Lisa Bridges and Mike Lipkin
    - c. Minutes of their meeting will be forwarded to Dr. Nancy Womack, Dr. John Quinley, Jo James, and Carol Richardson.
    - d. Accomplishments include Review of the QEP Handouts, and the selection of five specific courses for assessment using Penelope.
    - e. Discussion followed on the implementation process, internal and external assessors’ process, timeline and involvement of all faculty.
    - f. Jo shared that Sheila Francis of the IT department has agreed to join the Assessment Taskforce and the Penelope subcommittee.
  - C. Program Assessment Subcommittee:
    - a. Dr. John Quinley, chair
    - b. Members include Dr. Nancy Womack, Angela Ledford, Kathy Ackerman, Mike Davis and Carol Richardson.

- c. This subcommittee plans to meet Friday Oct 1, 2004 at 10 am in Dr. John Quinley's office.
- d. Dr. John Quinley distributed the QEP prospectus to all members of the subcommittee.

II. SACS Compliance update and Quality Enhancement Plan: Dr. John Quinley distributed the Strategic Plan 2004-06 and reviewed the timeline of the QEP process. Great progress has been made on the compliance report. He also stated that this QEP will assist Isothermal Community College to turn toward direct measurement of student learning.

III. A brief report was given on the meeting with Donna Wilkerson, SACS Liaison, August 26, 2004.

IV. Dr. John Quinley and Dr. Nancy Womack plan to meet with all subcommittee chairs to establish standards for documentation of accomplishments and to review the research component of each subcommittee. Jo James will obtain a form that Dr. Myra Johnson distributed to the Business sciences division to document similar information. It was decided to request that a representative of the Library and Student services join the Assessment Taskforce. Nancy Womack will contact each of these areas.

V. Campus-wide Meeting Ideas:

- a. Reports of Subcommittees by Chairs will be given Sept 29, 2004.
- b. Distribution of a bibliography containing latest research on Assessment and Student Portfolios.
- c. Penelope demonstration by Jo James.
- d. Recruit Faculty assessors/ Discuss how best to keep everyone involved
- e. History of Taskforce and Timeline .
- f. Definition and timeline of QEP

VI. Proposed Faculty Workshops for Future Campus-wide Meetings:

1. Revisiting informal classroom assessment
2. Creation and Writing of a Portfolio Assignment
3. Student Services Presentation
4. Information Literacy
5. Sharing of Assessment plans campus-wide
6. Presentation of study of all Quality Improvements projects

The meeting was adjourned at 4:15pm. The next meeting will be the Campus-wide meeting September 29, 2004, at 2:30pm in the Foundation. The next taskforce meeting will be October 28, 2004, at 2:45 pm in the Blue Room.

Minutes prepared by Carol Richardson, Assessment Taskforce Vice Chair