

Assessment Taskforce Minutes October 27, 2005

The Assessment Taskforce met at 2:30pm on Thursday, October 27, 2005 in the Blue Room of the Business Sciences Building. Members present were Nancy Womack, Kathy Ackerman, Lisa Bridges, Jeremiah Councill, Kelly Dedmon, Melanie Hensley, Steve Hollifield, Angela Ledford, Barbara Peterson, John Quinley, Melissa Quinley, Erin Riddle, Tom Tucker, Eric Miller and Carol Richardson.

The following items were discussed:

Old Business:

1. Minutes from the last meeting were approved.
2. Nancy Womack thanked the entire task force for their commitment to the QEP. The taskforce had a moment of celebration for the successful result of the SACS onsite visit last month.

New Business:

1. Nancy Womack distributed a handout "QEP Subcommittees Membership and Charge" and discussed the organization and membership responsible for implementing the QEP. The QEP subcommittee duties will now be taken over by the entire Assessment taskforce. All subcommittees are again asked to develop timelines, keep minutes of meetings, and bring any budgetary matters to Nancy Womack. Melanie Hensley and John Quinley volunteered to be on the Student Peer and Self Assessment subcommittee. Kathy Alexander was added to the Portfolio subcommittee. At the Campus-wide meeting, Nancy plans to invite any faculty interested in any of these subcommittees to feel free to join them to help in the implementation process.
2. Nancy Womack distributed a handout "Recruitment of Adjunct Faculty and Student Representatives" The Assessment taskforce elected an ad hoc committee to discuss ways to promote adjunct faculty involvement in the QEP. Steve Hollifield, Jeremiah Councill, and John Quinley will meet and bring ideas back to the Assessment taskforce. Student involvement will be addressed by each subcommittee and will be reported to the Assessment taskforce.
3. Nancy Womack distributed a handout "QEP major Tasks and Responsibilities 2005-2006 through 2007-2008" This timeline will serve as a guide. Each subcommittee will develop a more detailed timeline which will be reported to the Assessment Taskforce.
4. Nancy Womack discussed the Budget for the QEP. Ideas for Professional Development, trips to observe best practices at other colleges, workshops and special speakers were discussed.

5. John Quinley distributed the On-site review Committee's draft report on the QEP followed by a brief review and discussion. He complemented the taskforce on a job well done emphasizing the strengths and the few weaknesses of the QEP. These items are being addressed in the work of the subcommittees.
6. John Quinley distributed the handout "QEP Update—Possible Topics" The SACS Update will be changed to the QEP update and will be published late Fall and late Spring. This publication will be longer and will include more academic information and will be the responsibility of the Assessment Taskforce. This publication will highlight the assessment plans from the various divisions. It would be a great avenue to discuss reports on any professional development opportunities, trips to other colleges, etc. John Quinley will be the coordinator of this publication with input from all the taskforce members.
7. Nancy Womack discussed the agenda for the Campus-wide meeting held November 3, 2005 in the Foundation at 2:30pm.

The meeting was adjourned at 4:00 pm.

The Assessment taskforce meetings will be scheduled as follows:

Dec 8 Thursday 2:30pm in the Blue Room
Jan 12 Thursday 2:30pm in the Blue Room
Feb 16 Thursday 2:30pm in the Blue Room
March 16 Thursday 2:30pm in the Blue Room
April 13 Thursday 2:30pm in the Blue Room

The Campus wide meetings will be scheduled as follows:

Nov 3 Thursday 2:30pm in the Foundation
Jan 18 Weds 2:30pm TBA
Feb 23 Thursday 2:30 pm TBA
March 23 Thursday 2:30pm TBA
April 27 Thursday 2:30pm TBA

Minutes prepared by Carol Richardson, Assessment Taskforce Vice Chair.