



Meeting Minutes

Present: *Lisa Stoothoff, Mary Pflanz, Jennifer Bales, Joe Multhauf, Casey Rooman Smith, Sandra Tapp, Gayle Lee, Laura McKnight, Melissa Lenos, Ana Valdez*

Regrets: *Yvonne Telep, Juan Rangel, Jane Ballagh de Tovar, Pedro Leite*

Mary Pflanz called the meeting to order at 1:04 p.m. Ana Valdez offered the opening prayer.

Jennifer Bales moved to approve the agenda; Ana Valdez seconded the motion. The agenda was approved with a voice vote.

Gayle Lee moved to approve the minutes from the meeting on September 8, 2017; Ana Valdez seconded the motion. The minutes were approved with a voice vote.

Melissa Lenos presented the revised Liberal Arts and Sciences Program Learning Outcomes (approved by the LAS department) reflecting the changes in wording for the AA (#4) and the AS (#6). No further changes were deemed necessary and these will be added to the Assessment Handbook. Lisa Stoothoff presented the revised Program Learning Outcomes for the Success First program reflecting changes in the wording for the Intensive English area. These were also accepted by the committee for addition to the Assessment Handbook.

The committee discussed an issue brought up during department meetings regarding Program Learning Outcomes for courses required in multiple programs. It was decided that all courses required for the AA and AS should list program outcomes for both degrees. Since the first five PLOs are the same for both degrees, these will be listed (**I-5**) followed by **6.a.** (the sixth learning outcome for the AA) and **6.b.** (the sixth learning outcome for the AS).

Jennifer Bales informed the committee that the College now has access to SharePoint. This feature is a private website used to share information with the group. It can be used to upload assessment data. Jennifer will present further details to the committee as she becomes more familiar with this tool.

Gayle Lee and Ana Valdez will present Program Learning Outcomes for the Bachelor's degree programs at our next meeting.

The meeting was adjourned at 1:40 p.m.

Next Meeting: Friday, October 27, 1:00-2:00 p.m., Event Center