A) Next meeting:  Monday, 9/21/09,  2:30 – 4:00, BE 229

B) Curriculum Committee (CC) Update

C) Assessment documents:  (see Document folder in Laulima under Resources)
   1. Steps for Course Review and SLO Assessment  (See Suggested Steps draft 2)
   2. Course Assessment Timeline (6-yr) ends in Dec.
      a. Shows assessment in process (IP)
      b. Shows assessment not started yet – blank space
   3. Assessments in process (Course Support Area Assessment All Lani) – shows stages of IP assessments
   4. Leeward SLO rubric 2009-2010 (with Curriculum Committee revisions)
   5. SLO Assessment Form

D) AT Coordinator overall responsibilities:
   1. Serve as liaison between division/units and the Assessment Team for assessment-related activities;
   2. Provide assessment assistance (SLO wording and assessment tools, rubrics, etc) to faculty/staff for
courses scheduled on the course review and SLO assessment timeline and for creating new course,
   3. Upload assessments to Laulima;
   4. Provide feedback to division/unit, and keep Division Chairs and Deans/VCs informed;
   5. Develop annual comprehensive assessment report (Proficiency level for SLOs ACCJC rubric).  Base
report on 08-09 assessment progress.  Target end of Sept?  Need for Leeward APR.

E) What to do first?
   1. New Assessments beginning this semester
      a. Talk to Division Chairs about new course SLO assessments; follow Steps for Course Review
         and SLO Assessment document; provide SLO Assessment Forms
      b. Talk to Deans/VCs about support units’ assessment; I think most of these are in process
      c. SLO Assessment Form due to A Team by Oct 15; we continue to collect.
   2. Assessments in Process
      a. Follow up on assessments in Laulima folders.  The document “Course Support Area
         Assessment All Lani” shows where assessments are in the process:
            Assessment Phase 1A: Being Revised or Team Approved
            Assessment Phase 1B: Being Revised or Team Approved
            Assessment 2 folder not created yet
      b. Include rubric in assessment document so document is easy to move from folder to folder.
         Are documents in correct folder?
      c. Remind faculty/staff of December 20 due date for Phase 1B and Phase 2; we continue to
         collect.
   3. Work on Comprehensive Assessment Report
   4. Review submitted SLO Assessment Forms and provide feedback

F) Share highlights of Connecting Student Learning and Assessment Conference – PowerPoint uploaded to
Laulima