

## 12.20.16 Assessment Committee Meeting Minutes

Attendees: Connee Zotos, Jeannette Monaco, Barbara Borst, Diane Rubino, Michael Palij, Jessica Martin, Yuna Seong, Ruth Danon

### Agenda

1. Adjunct Faculty Annual Activity Report
2. Student Course Evaluations

### Adjunct Faculty Annual Activity Report

- Following several discussions with adjuncts and departments, two suggestions:
  1. Make adjunct activity report optional for adjuncts
  2. Remove request for assessment of student learning outcome
    - Academic Directors Council agreed with both
    - Assessment Committee agrees with suggestions also
- Currently there are issues in communication with adjuncts
  - Academic directors and associate deans must strengthen communication
  - Consider training for administrators through CAES
- Changed some of the instructions for clarity
  - Moved away from advising and counseling since it is more traditional and changed to mentoring
  - Other minor edits
- Committee approved all changes to activity report
- Will be shared with adjuncts at the same time the full-time activity report is shared with full-time faculty

### Student Course Evaluations

- General topics to formulate into questions decided by committee
  - Overall question about what can be improved
  - Overall question about what they liked
  - Satisfactory question on student engagement
- Final questions decided by committee
  1. On average, how many hours a week (other than scheduled class time) did you devote to this course?
  2. What did the faculty member do to encourage your engagement in the course?
  3. Comment on positive aspects that should be continued
  4. Suggest specific changes that the faculty member could make to improve the course.