

**Collegewide Assessment Team Meeting**  
**February 23, 2015**  
**3 pm – 5 pm**

***Minutes***

**In attendance:** Jones, Cassandra; Lawver, Angie; Lewandowski (Reynolds), Kathy J.; Smith, Darren; Sniezek, James; Tangirala, Padmavathi; Webb, Alla

**Announcement and Questions**

Cassandra Jones distributed the CYCLE C assessment schedule for this semester and encouraged faculty to share as necessary. Alla Webb asked about next steps in the program assessment schedule.

Cassandra Jones stated that she would give her the form to complete.

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**General Education Data and Interpretation Guidelines**

Cassandra Jones distributed sample results from a General Education Assessment Course. The faculty examined the results, developed questions to guide faculty with reviewing the data, suggested ideas for what type of information would be helpful for making sense of results. The faculty had the following suggestions:

1. Provide an overview of the assessment process. Including a screen shot of how data were entered.
  2. Give instructions on how to read and interpret the handouts/results
  3. Provide guiding questions. Topics for the questions include: a) changes in assessment instrument and b) focus on student learning performance and c) suggestions for developing next steps.
  4. Give examples for how grade distribution could help
  5. Provide distribution by student major
  6. Provide information on student English and reading levels (ACCUPLACER results)
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**Communication with faculty community about assessment**

Cassandra discussed the idea of having a general session on assessment at Montgomery College. The faculty suggested that in addition to the overall session, there be a session entitled "Assessment Lab" where faculty could come and Cassandra would help with their assessment reports. It was also suggested that a session on assessment be conducted during chair training.

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