

Communications Committee Meeting Minutes
Tuesday, April 8

Forms of Communication

- Newsletter
- Meeting Minutes
- Website
- Streaming Video
- E-Notes
- Threaded Discussions on Lotus Notes

Tasks

1. Translate Assessment Process for the rest of the campus
2. Routine communications
 - a. Campus
 - b. Executive leadership
 - c. Administrative Council
3. Campus Reports
 - a. Assessment Model
 - b. Training content and timeline
 - c. Implementation
4. Service Manual”
5. NCA report

Recommend homework: visit each member’s office

Communications Sub-Committee
April 15, 2003

Attendance: Mary Dickson, Bob Avakian, Steven Walker, Jennifer Smith, Mary Millikin-Davies

Steven Walker will email the March Assessment Connection Newsletter to All Employees. Mary will get the link to him.

Bob will finish The White Paper, an addendum to the next Assessment Connection newsletter. This addendum will describe the rationale behind the shift in assessment philosophy. Mary will write the draft of the next newsletter.

Remaining tasks are dependent on progress of the Model Sub-committee.

NOTE: The Training Committee asked if Mary D. could finalize the Assessment logo in time for the Outcomes training beginning May 12.

Communications Sub-Committee
April 22, 2003

1. Mary D. reported on the results of Saturday's work on training materials for the Thursday Advisory Team training session. Danny will send out materials to all committee members today for approval.
2. Steven will send out notification of training for May 12-16 by today. Will use "as is."
3. Jennifer will remind Advisory Team of this Thursday's training meeting and Mary will do the lunch count.
4. Assessment logo has been determined to be a Vaseline jar.
5. Bob will take responsibility for newsletters. Mary D. and Mary M. will be back-ups. By noon today Bob will submit a copy of the White Paper.
6. Mary M. will recheck into compensation for committee members (e.g., Bob A. taking off the summer but coming in twice a week for assessment).

Communications Committee Meeting Report
May 6, 2003

Bob Avakian agreed to draft the next Assessment Newsletter. He will incorporate the "White Paper" message into the newsletter.

The sub-cmte needs to email the campus by Wednesday to let them know that training will be pushed back a week.

COMMUNICATIONS SUB-CMITE REPORT
June 17, 2003

June Assessment Newsletter

1. Bob passed out draft for review. The sub-cmte will approve at next meeting.
2. All previous newsletters have been posted to the website.

Phase II training

3. Mary M. will email all unit leaders to set the training schedule for July 14-18 Phase II training.
4. Steven will be morning presenter for Phase II. Other committee members will need to volunteer
5. AC needs to be sure to explain how course competencies relate back to PATs (Criterion-referenced Testing)

Phase II training flyers

6. No more training flyers will be issued from the AC.

Assessment Terminology

7. New terms to be added to the Service Manual are: [1] criterion-referenced testing; [2] PATs; and [3] CATs.

Communication Sub-committee Report
August 5, 2003

7:45A Members Present

Jennifer Smith

Mary Dickson

Steven Walker

Motion, second and vote to accept newsletter as is. Passed

Follow up on Phase II Assessment training with correspondence between sub committee, Claire Pemberton, Melissa Dreyer, Steven Walker, Jennifer Smith, and Dr. Larry Davis. Correspondence will include a meeting set up for Wednesday in Claire's office at 10:30A.

Also we discussed either using Blackboard or a database for the recording of Data Collection and Assessment Results.