

**LEARNING ASSESSMENT COMMITTEE**  
**March 22, 2016**  
**Minutes**

1. Meeting started at 4:00.
2. Middle States Update:
  - a. Dr. Kim thanked the LAC members for attending all the visiting team meetings.
  - b. The College made a good impression on the visiting team.
  - c. What we told the evaluators was consistent with the self-study report.
  - d. We are not perfect, but we have made sustainable improvements.
  - e. We are in compliance with all 14 standards – 1<sup>st</sup> time in Bergen’s history.
  - f. In June, the Middle States Commission will make a final decision. Dr. Ender, our evaluation team chair, will write a confidential report for the Commission and he will be at the June meeting.
  - g. We should hear from Middle States in late June.
  - h. In a few weeks, we will have the final report from our visiting team. It will be posted on our website and announced in Bergen Daily, email, etc.
  - i. We have 48 commendations and 15 recommendations
  - j. Please remind colleagues that Middle States is not done – we are always in a cycle of continuous improvement.
3. Meta-Analysis Summative Rubric:
  - a. The rubric was shared with LAC members.
  - b. At the completion of each two-year cycle, the assessment reports in that cycle are rated by the assessment fellows and the Vice President of Institutional Effectiveness.
  - c. Results are shared with liaisons who then have an opportunity to make some changes, if needed.
  - d. A report based on the meta-analysis is written and posted on the CIE website.
  - e. Exemplary reports are posted on the CIE website.
  - f. Dr. Kim reports the meta-analysis findings to the Board of Trustees.
  - g. Assessment reports are shared at Board of Trustee monthly meetings.
4. Assessment Process:
  - a. What happens if there are no full-time faculty members in a program? Who leads the assessment project? (AAS Broadcasting)
    - i. Department Chair is responsible
    - ii. The adjunct faculty member can lead the assessment project (can apply it to adjunct professional development)
  - b. Can faculty assess another program?
    - i. Program outcomes are stated. A faculty member from another program could lead the project with input from the department faculty.

- ii. Small departments can cluster together and assign one person to lead assessment projects.
    - iii. An outside trained assessment specialist can conduct the assessment project.
  - c. In the fall semester, we will examine the current assessment process:
    - i. Shorter assessment cycle?
    - ii. Assessing more than one program learning outcome?
    - iii. LAC members expressed satisfaction with current process
    - iv. For some departments, assessing more than one PLO may be difficult because of the amount of work and number of faculty
- 5. Discussion:
  - a. Fewer full-time faculty and more adjuncts
    - i. National trend
  - b. Difficult to expand programs with higher demand if we don't eliminate some low demand programs.
    - i. Not enough resources. How can we maximize our resources?
    - ii. Competing for fewer students.
- 6. Meeting adjourned at 4:40.

Submitted by Gail Fernandez