

## Assessment Planning Committee Minutes

11/11/2009

Minutes prepared by Melinda Costello

Attended: Melinda Costello (School of Business, chair), Fr. Linh Hoang (School of Liberal Arts), Penny Brunner (Associate VPAA, ex officio), Sue Hurley (School of Science)

1. Foundations representative on Assessment Planning Committee

M. Costello will e-mail L. Richardson asking if a faculty member teaching foundations could attend relevant APC meetings so that we can be sure the disciplines connect to foundations.

2. APC Chair spring 2010

S. Hurley volunteered to serve as APC chair in spring 2010.

3. Review draft syllabus template

The committee recommended the following:

- The syllabus template will be posted on the Institutional Assessment website by the end of fall 2009 for faculty preparing syllabi for spring 2010. The deans should encourage instructors to follow the template and post their syllabi on Blackboard for spring 2010.
- COTFD and APC will develop workshop(s) on using the syllabus template and writing learning goals be conducted during spring 2010. All faculty members will use the syllabus template and post their syllabi on Blackboard beginning fall 2010.
- Each department will be asked to implement a review process that checks a random selection of course syllabi for adherence to the template.
- The introduction to the syllabus template will include advice on printing the schedule to distribute in class and referring to full syllabus on Blackboard.
- Once the syllabi are posted on Blackboard, they should be gathered in one location. Faculty and students should be able to access the syllabi for any class taught at Siena.

M. Costello will check with P. Ellard about where attendance policies are supposed to be listed (in addition to on the syllabi). She will also check with J. Cotler to see if once syllabi are posted for each class on Blackboard if they can be gathered in a central location and possibly be made available to students.

P. Brunner will check if the Academic Policies Link is available on the web site and that the policies referred to in the syllabus template are included

**Next Meeting****Wednesday, November 18, 2009**

Because Fr. Linh will not be able to attend the APC meeting next week at 4:00 p.m., P. Brunner and M. Costello will meet with him at 3:00 p.m. to review the 2009-2010 Assessment Plans for the School of Liberal Arts majors. The discussion about the 2009-2010 Assessment Plans for the School of Science majors will begin as soon as S. Hurley joins them.