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 – 1st 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