1. Meeting started at 4:00.

2. Announcements:
   a. Workshop: New Middle States Standards, Wed. Nov. 9th, 3:00 – 4:00, Room C-325
   b. Academic Assessment Fellow search

3. Conference Take Aways:
   a. Denise Avrutik: shared information about Drexel University’s Annual Conference on Teaching and Learning Assessment: How We Teach, Improving Questions on Tests, Snapshots.
   b. Joanna Campbell: shared information about the Indianapolis Assessment Institute. Joanna Campbell, Gail Fernandez and Jill Rivera presented on the Assessment Fellows Model. Joanna also noted how well we are supported at Bergen.
   a. Gail Fernandez: shared information about integrated learning: students learn beyond the classroom – prior learning, co-curricular, thinking of higher education in terms of learning and what we are teaching in our programs, not credit hours, and comprehensive transcripts.

4. Courses Sequencing in Programs:
   a. Why? Faculty often feels more association with the courses they teach than the program. Faculty may not be aware of course sequencing/alignment. How do our programs give students in-depth knowledge and cohesiveness?
   b. General Comments:
      • Too many culinary arts programs. They are different but similar. There is a lot of math and English in culinary arts.
      • Advising is critical. Cohort advising is very effective.
      • Use 100 level courses (in AAS programs) to career counsel. It helps retain students.
      • Some faculty advises students to only take courses that transfer.
      • It is hard to find program information on website.
      • We need to promote our own programs.
      • We need to brand programs consistently.
   c. Observations:
• Students only know what courses to take if they talk to department faculty.
• There is course sequencing, but students don’t necessarily need to follow it.

5. December meeting: continue discussing course sequencing:
   i. Do the course learning outcomes align with program learning outcomes?
   ii. Do any co-curricular activities match up to the program?


Submitted by Gail Fernandez