

## Champions Meeting Agenda & Notes

Danville Area Community College

Thursday, September 10, 1pm

Google Meet (virtual meeting)

*Attendees: Jen Slavik, Emily Crain, Wendy Brown, Terri Cummings, Tom Carey, Ryan Wyckoff, Stefanie Davis, McKenna Allison, Abby Hahne*

### Goals:

- Review in-service
- Go over assessment documentation for this semester.
- Set next meeting time.

### Action Items:

- Assessment Forms/Website Eval Responses
  - Assessment Planning form
    - Likes
      - Completing the form beforehand
      - Simple/easy to use
    - Needs for more effective use
      - Instructions on the form, like the rubric
      - Clarity on where to submit, to whom, and when
      - Google doc does not allow for the pull-down menus
      - An example
  - Assessment Website
    - Likes
      - Seems more clear
    - Needs for more effective use
      - Easier way to access other than through employee resources
      - Finish uploading the documents (other resources)
  - Communications Rubric
  - *Abby needs to contact the divisions to coordinate with their dual credit instructors on assessment.*
    - *Provide training resources for completing--possibly during their afternoon professional development?*
    - *Have champions touch base with the instructors*
    - *Get a masterlist from Timothy Morgan of the classes & contact info*
- B&T Champion
  - *Emily Crain has stepped down from her work as a Champion.*
  - *Jen Slavik initially declined staying on, but after further discussions has decided to remain as the champion for Business & Technology*
- Items Due this semester
  - *Communications Rubrics--due December 21*
  - *Program Level Assessment Reports (for those programs having finish Assessment 1)--due December 21*
- Next meeting time

- *Thursday, October 8, 2020 at 12pm via Google Meet (link sent via Google Calendar as an invite)*
- *Future meetings: Nov. 5, Dec. 3 both at noon*
- *Other items:*
  - *Abby will be working on a place for the HLC Academy meeting*
  - *Abby will send out the agenda when it is available.*
  - *Check to see if McKenna can substitute for Emily*