

MINUTES
ASSESSMENT COMMITTEE

Thursday, November 16, 2006

Cottonwood Room

2:00 p.m.

(Approved by Committee 2/14/07)

The following members were in attendance: Donna LaLonde (chair), Nancy Tate, Denise Ottinger, Joanne Altman, Patti Bender, Melodie Christal, Jim Hoogenakker, Catherine Mallett, Diane McMillen, Susie Pryor (for Kandy Ockree), Patricia Renn-Scanlan, Bassima Schbley, Don Vest, and CJ Crawford (secretary).

The committee approved the minutes of October 12 as distributed.

A list of assessment liaisons was handed out. Donna said that she had received positive feedback from some departments about revitalizing the department liaison structure.

ASSESSMENT LIAISON WORKSHOP

An Assessment Liaison Workshop has been scheduled for Friday, January 26, 2007 at 3:00 p.m. While this would cause a conflict for a few of the liaisons, the committee members felt that it would be best to leave it on that date instead of moving it to the preceding Friday. Moving the workshop to the following Friday would conflict with the Faculty Development Workshop.

The focus of the workshop will be to inform the liaisons about the local expertise and provide an opportunity for departments with common challenges to get into working groups. Donna suggested that a couple of the local experts could make presentations about something that has worked well for them (Potential presentations include: Catherine Mallett could give a brief presentation on the development and implementation of rubrics, Patti Bender could talk about curriculum mapping, the School of Nursing could talk about portfolios and the use of external exams to inform curriculum decisions) The liaisons would be asked to bring their top three challenges and top three successes. Refreshments will be served and the Assessment committee is invited.

It was suggested that while many of the liaisons are also department chairs, it may be best to invite all department chairs as this will help them to understand what the liaisons will need from them. It was also recommended to invite the deans and associate deans to the first part of the workshop involving the presentations.

After a discussion, it was decided to ask the liaisons to submit a summary of their department's or unit's assessment process and their three challenges for assessment prior to the workshop. The committee could then review them to help identify the most common topics for presentation and to determine how to break up the liaisons into working groups. CJ will send out an email on November 17 to all liaisons and the information will be due back by Tuesday, November 28. It will then be sent to

the committee members to review around November 29, and their comments will be due back to CJ by December 8. It was suggested that a copy of the mission goals and objectives and a mission template be handed out at the workshop. It was also recommended that some type of chart be developed and distributed showing the structure of the Assessment Committee and the relationships of the committee members and liaisons.

ASSESSMENT WEB PAGE

The Assessment tab was added during the last MyWashburn upgrade – the tab is now displayed to anyone who has the faculty or advisor role. The Assessment site is designed so liaison, department chair, and department secretary will all have edit/upload privileges; and the rest of the faculty will have view only privileges. The functionality of the site will be discussed at the January workshop.

MISCELLANEOUS

The efforts and significant time (both professionally and personally) that people are putting into assessment are really recognized.

Donna noted that Ron Wasserstein is conducting focus groups with faculty regarding the NSSE survey results.

A question was raised about getting a template for the mission statement. Nancy Tate said that it had been discussed with the deans at their meeting and they were somewhat reluctant to make it a standard because it would take away from the uniqueness of the mission.

The Assessment link on the VPAA page needs to be removed as it is now obsolete.

Donna asked for suggestions on how to make this committee more active and functional – the committee's role is advisory. She suggested that possibly the committee could pick topics they would like to have someone make a presentation about. Other suggestions:

- Poster session on what other units are doing in terms of assessment – sharing of ideas.
- Possibly the committee could review the assessment part of the program review documents.
- Cumulative assessments – what are examples, what do they look like?
- How to develop a rubric.
- Gather information from departments on the process they are using, assembling it and distributing it to departments for reference.

The meeting adjourned.