

**Assessment Committee Meeting Minutes**  
**Wednesday, November 20, 2024**  
**2:00pm - 3:00pm**  
**In-Person (Cottonwood Room)**

**Members Present:** Kelly McClendon, Melanie Worsley, Kara Kendall-Morwick, Christa Smith, Joshua Huston, Paul Mallory, Eric Mosier, Kwok-Pong Tso, Rhonda Boeckman, Bassima Schbley, Emily Grant, Marie Hall, Steve Hageman, Jericho Hockett, and Ben Reed.

**Members Not Present:** Emma Anderson, Chris Jones, James Barraclough, Zenova Williams, Tom Hickman

**Others Present:** George Burdick, subbing for Emma Anderson

**Notes taken by:** Margo Rangel

- I. Call to Order - The meeting was called to order by Kelly McClendon at 2:02pm
- II. Approval of Minutes – Minutes from October 23, 2024, were presented. Paul Mallory moved to approve the Minutes as presented. Kwok-Pong Tso seconded the motion. Motion carried.
- III. Chair report – Kelly McClendon
  - a. Grants 2024-2025
    - i. Spring/Fall Applications for Fiscal Year 2025 are prepared. Recipient of the Fall 2024 group of assessment grants is Zenova Williams, Assistant Professor, Acting Chair Family and Human Services
  - b. HEIghten Tests for QSR USLO University-wide assessment update.
    - i. HEIghten Tests were purchased from Territorium and deployed to 200 random sample from WU Seniors.
    - j. Currently only 2 students have completed the test and 2 have looked at the test.
    - ii. Strategies were discussed to increase interest in Senior test takers such as: launching test notification in early February 2025, personalized approach of reaching out to advisors of select seniors, increased Bod bucks' incentive, and incremental notification. Other strategies discussed were random sampling with short timeline, (you must complete within a week to participate), resend biweekly to a new ransom sample (throwing out ones who already received notifications), and research says increasing above \$10 is not significantly effective (WSGA rep Bella concurred)

- c. Newsletter
    - i. Currently under review and will be sent following review.
- IV. Subcommittee reports
  - a. Assessment Extravaganza Committee Report
    - Emily Grant shared the committee met on November 19, 2024, and reviewed the planning of the event with the theme of "Falling in Love with Assessment All Over Again". This event will take place on Tuesday, February 11, 2025, and will provide drinks, food, miscellaneous table discussion. A student panel session is also being considered.
- V. Washburn Tech Update
  - a. Marie Hall shared that the WU Tech Assessment Team met and currently have three Watermark volunteers for early adoption of Watermark Planning & Self Study.
- VI. Information –
  - a. Next meeting will be held on Wednesday, February 19 at 2pm in the Cottonwood room.

There being no further business to discuss, the meeting was concluded at 2:30pm.

Approved 03.26.25