

MINUTES
ASSESSMENT COMMITTEE

Thursday, October 10, 2013
Lincoln Room – 2:30 p.m.

Present: Donna LaLonde (chair), Melanie Burdick, Melodie Christal, Amber Dickinson, Vickie Kelly, Michael Rettig, Nancy Tate, Margaret Wood, and CJ Crawford (administrative support). Absent: Jane Carpenter, Donna Droge, Garrett Fenley, Gillian Gabelman, Kathy Menzie, Denise Ottinger, Jim Smith, Kelley Weber, and Betsy West.

The minutes from the September 12, 2013 Assessment Committee meeting were approved as distributed via email.

MENTOR MEETING UPDATES

Donna LaLonde met with another of her departments and indicated that the one-on-one meetings are working well. It was discussed and agreed that mentors should contact each of their liaisons at the beginning of each semester to set up individual meeting dates.

The *Estimated Department Assessment Funds Need Forms* have been sent electronically to all departments with a due date of October 30 for the completed document to CJ Crawford. Mentors should follow up with their departments to see if they have any questions or need any assistance.

FALL DROP-IN SESSIONS

We had one attendee for each September drop-in session.

The October drop in sessions will be on the topic of curriculum mapping and are scheduled for:

Wed., 10/16 – 3:00 p.m. – 5:00 p.m.

Thu., 10/17 – 4:00 p.m. – 5:00 p.m.

The topic for the November drop in sessions will be determined at the November committee meeting.

Tue., 11/19 – 4:00 p.m. – 5:00 p.m.

Wed., 11/20 – 3:00 p.m. – 5:00 p.m.

ASSESSMENT GRANT

Donna passed out three Assessment Grant Applications for 2013-14 for review and approval/disapproval.

- 1) Melanie Burdick – unanimously approved for \$2000
- 2) Leslie Reynard – unanimously approved for up to \$1500 (depending on Faculty Development Grant)
- 3) Margaret Wood – unanimously approved for \$2000

QUALITY ASSURANCE AND ASSESSMENT

Margaret Wood talked about Quality Assurance and Assessment. The University accreditation is in 2018 and we are required to address five criteria. Each criterion has a group of four to six items. There are specific criteria related to assessment. She handed out a document from the committee reviewing the criteria and talked about the concerns and recommendations for each.

JANUARY POSTER SESSION

The planning committee met and invitation letters from Dr. Farley to the five suggested participants will be sent around the middle of October.

OTHER

Donna added links to assessment glossaries on other web sites to the Nuts and Bolts section on the Assessment wiki.

We are going to be working on a summary annual assessment report for the University. Donna asked for feedback on whether it should be made public or kept non-public (available to university personnel only).

There was discussion about how to set benchmarks for University SLOs.

Nancy Tate announced that we are doing the NSSE this spring and asked for ideas on how to incentivize seniors and freshmen to do this.

The meeting adjourned.

FUTURE COMMITTEE MEETINGS (all are scheduled for 2:30 p.m. in the Lincoln Room)

2013

November 14

December 5

2014

January 23

February 13

March 13

April 10

May 8