

**MINUTES**  
**ASSESSMENT COMMITTEE**  
Thursday, November 14, 2013  
Lincoln Room – 2:30 p.m.

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

The minutes from the October 10, 2013 Assessment Committee meeting were approved as distributed via email.

There was a preliminary discussion about what role the Assessment Committee should have in reviewing the quality of online courses.

**MENTOR MEETING UPDATES**

Margaret Wood and Melanie Burdick have met twice with two of their departments and feel the meetings were very beneficial in moving both departments further along in the assessment process for their programs.

**ASSESSMENT BUDGET NEEDS FORMS**

We did not receive many responses to the *Estimated Assessment Budget Needs forms*. It was felt that the form may have been a little confusing. CJ will send out information to the committee for the departments who responded and the committee will decide how to proceed at a future meeting.

**FALL DROP-IN SESSIONS**

The drop-in sessions haven't been as successful as we had originally hoped. It was proposed that we use the spring drop-in sessions for training on the new forms.

There won't be a specific topic for the November drop in sessions which are scheduled for:

Tue., 11/19 – 4:00 p.m. – 5:00 p.m.

Wed., 11/20 – 3:00 p.m. – 5:00 p.m.

**REVISED ASSESSMENT DOCUMENTS**

A committee consisting of Donna LaLonde, Vickie Kelly, Margaret Wood, and CJ Crawford met to work on revisions to the proposed assessment reporting documents. The following forms were developed and sent to the committee for review and discussion:

- 1) Assessment Plan – this will replace the current curriculum map spreadsheet (Matrix 1) and the Student Learning Outcomes Assessments document.
- 2) Annual Assessment Summary Report.

Donna told that committee that Margaret Wood is working on an Assessment Plan/Report Guide and that Donna and Vickie will be working on templates for data collection.

The Assessment Plan is designed to be completed once and then only modified as changes are made by the program.

The Annual Assessment Summary Report would be a “rolling” report that would eventually include six years of reporting. The report would be submitted by programs each year by June 30 and then an updated copy with blocks for the next year's reporting would be returned to them at the same time as their report evaluation is sent.

After discussion, it was agreed by the committee to:

- 1) Separate the current Assessment Report rubric into two rubrics – one for the Assessment Plan and one for the Annual Assessment Summary Report.
- 2) Make the recommended changes and adopt the new forms as a pilot for the 2013-2014 academic year.

**OTHER**

None.

The meeting adjourned.

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

**2013**

December 5

**2014**

January 23

**January 30 – Poster Session**

February 13

March 13

April 10

May 8