

MINUTES
ASSESSMENT COMMITTEE
Thursday, December 5, 2013
Lincoln Room – 2:30 p.m.

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

The minutes from the November 14, 2013 Assessment Committee meeting were approved as distributed via email.

MENTOR MEETING UPDATES

None.

RATING TERMINOLOGY ON ASSESSMENT PLAN AND ANNUAL REPORT RUBRICS

For consistency, it was decided to change “Initial” to “Beginning” and change “Emerging” to “Developing.”

RUBRICS

There was a discussion about standardizing rubrics across campus. It was agreed that this would be difficult because of the different methods that rubrics were used for. We can provide samples and recommendations, but programs have to have flexibility with the creation of their own rubrics.

REVISED ASSESSMENT DOCUMENTS

An email will be sent to all liaisons the week of January 13 announcing the revised assessment documents (Assessment Plan and Annual Report) and the Spring Assessment Plan Assistance sessions from 3:00 p.m. to 4:30 p.m. in Morgan 18 on the following dates: February 3, February 11, February 19, February 27, March 3, March 11, and March 26. Liaisons will be asked to sign up for a session. Donna recommended that a follow-up email be sent from each mentor encouraging their liaisons to sign up for a session. Mentors will also be asked to sign up for a session (or sessions) to help; we would like to have three for each session.

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

BEST PRACTICES POSTER SESSION

We have five programs participating – Human Services, Modern Languages, Music, School of Nursing, and Sociology. The session is on January 30 from 2:00 p.m. to 3:00 p.m. in the lounge outside the Washburn Room, right before the General Faculty meeting. Donna asked committee members to spread the word and encourage people to attend. Donna will draft an email from Randy Pembroke to be sent out the week of January 13. She will follow up with an email to the deans to encourage their faculty members to attend.

OTHER

None.

The meeting adjourned.

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

2014

January 30 – Poster Session

February 13

March 13

April 10

May 8