

MINUTES
ASSESSMENT COMMITTEE

Thursday, March 13, 2014
Lincoln Room – 2:30 p.m.

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

The minutes from the February 13, 2014 Assessment Committee meeting were approved as distributed via email.

MENTOR MEETING UPDATES

Vickie Kelly and Tom Hickman met to work on the Bachelor of Business Administration Assessment Plan. There were no other mentor meeting updates.

FALL 2014 BEST PRACTICES POSTER SESSION

CTEL would like to co-sponsor a fall session with the Assessment Committee. Donna said that she and Margaret are proposing a brief opening session giving an overview of the posters being presented, then the poster session, and then a brief closing session for questions and answers. During the poster session we would serve refreshments and wine.

The proposed date is September 19 from 3:00 p.m. to 4:30 p.m. in either the Washburn Room/Lounge or in the Pavilion. It was recommended we have a printed program. A suggestion was made that Randy Pembroke could give the welcome in the opening session and a brief update on the University Student Learning Outcomes. It was also recommended to have a poster for the USLOs.

ASSESSMENT PLAN ASSISTANCE SESSIONS AND REVIEW PROCESS FOR THE ASSESSMENT PLANS

The Assessment Plan Assistance sessions are continuing to go well and the majority of the liaisons have either attended a session or have signed up for the remaining two sessions. The committee mentors will contact the remaining liaisons who have not responded to set up individual meetings.

As the completed Assessment Plans are turned in (due April 30), they will be put in the Assessment folder on the Shared Drive (in an Assessment Plan subfolder in the Assessment Committee subfolder). The initial review and rating of each Plan will be done by Donna LaLonde, Vickie Kelly and Margaret Wood. After the review, the mentors will be asked to take a look at the Plan and rating for their assigned programs to see if they have any comments or changes.

OTHER

The Assessment Retreat this year to review the Annual Assessment Reports will be on Friday, July 18. Due to the changes made in the report format and rubric, the process should be quicker this year so the time will be from 9:00 a.m. (or 10:00 a.m.) to 12:00 p.m. (or 1:00 p.m.) and lunch will be provided. More specific information will be sent out later.

The meeting adjourned.

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

April 10

May 8

July 18 – Assessment Retreat – Review of Annual Assessment Reports (specific times to be determined)