

MINUTES
ASSESSMENT COMMITTEE

Thursday, August 22, 2013

Lincoln Room – 2:30 p.m.

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

The minutes from the May 2, 2013 Assessment Committee meeting were approved as distributed via email.

New members were introduced – Melanie Burdick, Betsy West and Garrett Fenley.

COMMITTEE MENTOR ASSIGNMENTS FOR 2013-2014

Committee mentor/department liaison assignments have been updated for 2013-2014. Based on evaluations of the annual assessment reports at the July retreat, departments were ranked as Initial, Emerging, Target and Advanced and have been more evenly distributed among three mentor groups.

A standing item at monthly committee meetings will be updates by mentors on meetings with department liaisons so the committee is aware of any issues, successes, or questions.

Donna recommended that mentors have goals for 2013-2014. Donna's goal is to make connections with all liaisons in her group and to facilitate connections between advanced departments and initial departments. Another goal could be to see departments with an Initial ranking move to Emerging and departments with an Emerging ranking move to Target.

It was recommended to have workshops around a certain topic and have concentrated work in smaller groups. The curriculum map is a good topic to begin with. It was agreed this was a good idea and that the drop-in sessions for September would be dedicated to curriculum map assistance/discussion. We will wait to see how well these two sessions are attended before dedicating topics to future drop-in sessions. It was suggested to ask liaisons from departments in the Advanced and Target groups to attend by invitation and help the Initial and Emerging departments.

Donna asked mentors to let her know by Monday, August 26 which liaisons in the Advanced and Target groups would be candidates to invite and also which drop-in session the mentors and liaisons could attend.

For additional topics, the committee could review the analysis of the annual report rankings to determine other areas for improvement – communicating with students is one area needing improvement that is shared by several departments.

AWARD RECIPIENTS

Based on the review of the annual assessment reports, Donna nominated a department for the "First Star" award and a department for the "Rising Star" award to be presented at the August General Faculty meeting. The nominations were seconded and approved unanimously.

FALL DROP-IN SESSIONS

As suggested at the May 2 committee meeting, drop-in sessions have been scheduled for Fall in Morgan 18 as follows:

Wed., 9/18 – 3:00 p.m. – 5:00 p.m. and Thu., 9/19 – 4:00 p.m. – 5:00 p.m.

Wed., 10/16 – 3:00 p.m. – 5:00 p.m. and Thu., 10/17 – 4:00 p.m. – 5:00 p.m.

Tue., 11/19 – 4:00 p.m. – 5:00 p.m. and Wed., 11/20 – 3:00 p.m. – 5:00 p.m.

MEET YOUR MENTOR LUNCH

As suggested at the May 2 committee meeting, a Meet Your Mentor Lunch has been scheduled for Friday, September 6 from 12:00 p.m. – 1:30 p.m. in Washburn B. The lunch will be a buffet to accommodate mentors or liaisons who have to arrive late.

Donna asked for comments regarding the updated *Assessment Liaison Description* to be handed out at the lunch. One recommendation was to put the responsibilities in chronological order.

Donna asked for feedback on the *Department Assessment Funds Need* form that was passed around. It was recommended that there should be a cover memo attached to the document when it is handed out at the lunch. It was also recommended to add categories for assessment methods to assist departments in calculating a more accurate needs request.

BEST PRACTICES POSTER SESSION

There will be a best practices poster session before the January 30 General Faculty meeting. Departments were identified at the July retreat and the next step is to invite them to participate. It was suggested, and everyone agreed, that an invitation from Dr. Farley and Dr. Pembroke would be best.

Nancy commented that the Apeiron poster boards could be used.

Donna asked for volunteers for a planning committee. The committee will be Vickie Kelly, Donna Droge, Kelley Weber, Donna LaLonde and CJ Crawford.

The meeting adjourned.

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

2013

September 12
October 10
November 14
December 5

2014

January 23
February 13
March 13
April 10
May 8