

MINUTES
ASSESSMENT COMMITTEE
Thursday, September 12, 2013
Lincoln Room – 2:30 p.m.

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

The minutes from the August 22, 2013 Assessment Committee meeting were approved as distributed via email.

MEET YOUR MENTOR LUNCH

The feedback has been very positive for the Meet Your Mentor Lunch that was held on Friday, September 6. The attendance was very good. It was recommended that we do this again each fall and we have a “Jump Start Your Assessment Report” reception in early spring.

ASSESSMENT COMMITTEE MEASURE OUTCOMES

After discussion, it was agreed to adopt the following *three outcomes* for the Assessment Committee:

- 1) 100% of programs will have curriculum maps by June 30, 2014.
- 2) The committee will have a focused effort to work with chairs, directors and deans to ensure that faculty are aware of their department’s/unit’s assessment results and are involved in data analysis by establishing a certain amount of meeting with faculty to talk about assessment.
- 3) The new Assessment web site will be complete by early spring.

There was a discussion about what the committee could do to foster a climate of assessment on campus. Some suggestions were:

- 1) Hold workshops on two topics:
 - a) Backwards Course Design – establishing Student Learning Outcomes and then designing course content to meet the outcomes, and
 - b) Writing Course Objectives
- 2) Develop a “How to Manual” on the Assessment Process
- 3) Talk to WSGA about getting Assessment events in the Student Planner

Part of Quality Assurance is transparency and the posting of assessment data on the web site. A decision needs to be made about what information on the Assessment web site will be accessible to the public and what information will need a university login.

The October meeting will be a working session on the “How to Manual” and Margaret Wood will talk about Quality Assurance.

MENTOR MEETING UPDATES

Donna and Vickie met with the Criminal Justice and Legal Studies department. They are looking for suggestions to help with the collecting of data from internships and it was suggested they may want to develop and use an online form similar to what Education uses.

FALL DROP-IN SESSIONS

Donna has received good feedback from liaisons about the opportunity to attend drop in sessions. The first four sessions will be on the topic of curriculum mapping and will be:

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.

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

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

JANUARY POSTER SESSION

The planning committee is having their initial meeting on Tuesday, September 17. Donna is working on the invitation letter to send to suggested participants.

The meeting adjourned.

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

2013

October 10
November 14
December 5

2014

January 23
February 13
March 13
April 10
May 8