

**MINUTES**  
**ASSESSMENT COMMITTEE**  
Wednesday, January 13, 2010  
Cottonwood Room  
3:00 p.m.

Present: Donna LaLonde (chair), Nancy Tate, Cathy Hunt, Jay Memmott, Melodie Christal, and CJ Crawford (administrative support). Absent: Denise Ottinger, Joanne Altman, Mary Shoop, Lori Khan, Danny Wade, Kandy Ockree, Jane Carpenter, Heather Collins, Lucas Mullin and Don Vest.

Nancy moved and Melodie Christal seconded to approve the minutes from December 2. The motion carried.

The best time for the majority of the committee members to meet in spring is on Wednesdays at 3:30 p.m. The committee will meet once a month. CJ will work on selecting a Wednesday that doesn't interfere with the SAS Chairs' meeting dates and then notify the committee members via email.

Committee members should follow up with departments that have not completed and submitted a Student Learning Outcomes matrix and what assistance they need to move the process forward. Donna and Jay will meet with BIS/Rick Barker. If anyone needs to know which of their departments have not completed the SLO Matrix, contact CJ.

The Assessment shared folder is now available on the "S" drive. Departments have subfolders and access for individual department folders has been given to all committee members and the respective department chair, secretary, and liaison. These are to be used right now for departments to store assessment data and information that is not to be accessible to the public.

Donna showed the committee members the changes/additions that have been made to the Assessment wiki, including the annual assessment report that departments would complete. This has been reviewed and discussed with the Program Review Committee.

A proposed topic for the spring workshop is "focus" – how to manage data better and make it useful – talk about the types of data and how to manage it. A review of the annual department report form would also be included. The workshop will be targeted for April. CJ will check the University calendar and then select a Friday and notify the committee via email.

Donna suggested that we should roll out Matrix 2, which covers how often each outcome is assessed. It was recommended to send it to the liaisons that have completed the SLO Matrix and ask them to complete and return prior to the workshop so data collection methods can be combined. Donna will send the matrix out next week to the committee members at this meeting for their comments. Then it will be sent out to all committee members.

The meeting adjourned.

