

MINUTES
ASSESSMENT COMMITTEE

Friday, January 30, 2009

Cottonwood Room

11:00 a.m.

Present: Donna LaLonde (chair), Nancy Tate, Melodie Christal, Joanne Altman, Cathy Hunt, Mary Shoop, Kandy Ockree, Heather Collins, and CJ Crawford (administrative support).

Absent: Jane Carpenter, Jim Hoogenakker, Lori Khan, Jay Memmott, Denise Ottinger, Whitney Philippi, and Don Vest.

The minutes from December 9, 2008 were approved as amended by the committee.

The committee discussed plans for the unconference scheduled for Friday, February 13. Donna asked for suggestions on how the committee can determine what is meaningful to the liaisons. She offered to do a needs analysis survey to send to liaisons prior to the workshop. The survey would ask the liaisons to indicate their issues and concerns and where their department/area is in the assessment process. It was decided to have the workshop from 12:00 p.m. – 1:15 p.m. and serve a buffet lunch. Each liaison would be asked to invite two other faculty members from their department/area to attend the workshop. The workshop previously scheduled for Saturday, March 7 will be canceled.

After a discussion, it was decided that each committee member would be assigned a group of liaisons for more personal interaction to help move assessment efforts forward. It was suggested to set a deadline of April 30 for all liaisons to update the information on the Assessment web site. CJ will work on setting up optional computer training sessions for liaisons.

It was recommended to put the names of the liaisons on both the Assessment web site and the wiki.

The meeting adjourned.