

MINUTES
ASSESSMENT COMMITTEE

Friday, April 10, 2009

Shawnee Room

1:30 p.m.

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

The committee minutes from January 30, 2009 and February 20, 2009 were approved as submitted.

The General Faculty meeting has been scheduled for Thursday, April 30, which conflicts with the Assessment Liaison workshop. Donna asked the committee for recommendations on whether or not the workshop should be rescheduled, or if we should try a virtual workshop using the Assessment wiki. For the virtual workshop, a question/discussion topic would be posted, the liaisons would be asked to post a response, and committee members and other liaisons could post follow up responses. After discussion, it was decided to cancel the workshop on April 30 and try the virtual workshop. An email will be sent to all liaisons with information regarding the virtual workshop. Topics were discussed and Donna asked the committee members to send additional comments or suggestions to her by Tuesday, April 14. The workshop time frame would be from the date the question/discussion topic is posted on the wiki through May 22.

Donna asked Nancy Tate about the discussion at the dean's meeting regarding the inclusion of assessment in annual reports. Nancy thought there was going to be a summary report of each academic unit's information on the Assessment web site that the dean's could get electronically. We don't have the ability on the web site at this time to pull off information from all 19 CAS departments in one summary report; this is a topic that needs to be discussed with ISS for next year. It was suggested that a summary report by division be prepared for CAS.

There was a discussion about whether a representative from the Assessment Committee should serve on the Program Review Committee or if the Assessment Liaison should be asked to attend the Program Review for their area. It was recommended that the Assessment Committee write summaries for each unit up for program review and rank them as developing, target, or advanced. The summaries would be sent to the units by November 1.

It was suggested that rather than store old Assessment data in history on the web site, it would be helpful to save the historical data as a pdf file. A chart could be put on the wiki and the pdf files could be attached to the chart (5 years of reports). This would make it easier for the liaisons and department chairs to locate data for their program review reports.

CJ will send an email to the members of the Assessment committee to try and set up a planning meeting for as early in June as possible.