

MINUTES
ASSESSMENT COMMITTEE
Tuesday, June 9 2009
Lincoln Room
11:30 a.m.
(Action items are in *bold italics*)

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

APPROVAL OF MINUTES

The committee minutes from April 10, 2009 were approved as submitted.

VIRTUAL WORKSHOP VS. FACE-TO-FACE WORKSHOP

The virtual workshop on the Wiki that ran from April 30 through May 22 was not successful; only one response was received. A possible reason for the lack of participation may have been the timing because the end of the semester was very busy for everyone. Also, it may not be a tool that many faculty are comfortable using at this time for a discussion format. Face-to-face workshops are probably the better option for right now until faculty become more comfortable with using the Wiki.

LIAISON ASSIGNMENTS

The committee members who were present felt that liaison subgroups assigned to specific committee members should be continued. The discussion and feedback at the workshop on February 13 was good, but time became an issue in the spring for meetings.

VSA UPDATE

Melodie Christal gave a presentation on VSA – Voluntary System of Accountability. Washburn is one of about 300 public, 4-year institutions that are participating. The "College Portrait" icon for Washburn's web site is located on the following pages on Washburn's main web site – Admissions, About WU, Future Students, Parents and Family, and Visitors and Community. The site has general and statistical information about Washburn that can be viewed and compared against other participating universities. One link that is not functioning at this time is for Washburn's Assessment web site, which should be resolved with the development of the improved web site by September.

WEB SITE

Redesign

There was discussion about the Assessment web site and if it should be redesigned and whether it should only be accessible through MyWashburn or placed on Washburn's web site for accessibility to the public. Donna felt that the site could be improved to make it more user friendly for entering and accessing assessment information. Locating the site outside of MyWashburn would make it easier for the committee to maintain and modify. *A subcommittee was formed to work on a redesign of the web site for committee approval – Nancy Tate,*

Heather Collins, CJ Crawford, Melodie Christal, and Donna LaLonde. The improved web site should be developed over the summer to be rolled out at the September liaison workshop.

Assessment Record Template

A sample of an Assessment Record Template from the University of Massachusetts had been sent to the committee earlier as an attachment to the agenda. The purpose of this type of form would be for a more consistent reporting document to replace what is now on the Assessment web site. This type of format would also aid in mapping assessment methods, results, and improvements to objectives. This would not change how departments are obtaining and collecting data, just how the information is reported on web site. If it is agreed by the committee that this type of reporting tool should be used, the transfer of information from the existing forms would initially be handled by Donna and CJ. ***The committee members were asked to review the attached for discussion at the next meeting in August.***

FALL 2009 SEMESTER PLANS

Frequency of Committee Meetings

Donna suggested that the committee should meet more frequently during the 2009-2010 academic year, and it was decided to have two meetings a month on the first and third or the second and fourth Tuesdays at 3:30 p.m. ***CJ will check the University calendar and then send dates to the committee members for both fall and spring.***

Assessment Liaison Workshops

Cathy Hunt suggested that there be an Assessment Liaison "Kick-Off" workshop early in the fall semester to introduce the improved web site and discuss the committee's expectations for the academic year. The committee members would meet with their liaison subgroups throughout the year with a final workshop held in April so liaisons could present on their area's assessment plan and progress. ***The first Assessment Liaison workshop will be Friday, September 18 from 2:00P-3:30P.***

Denise Ottinger suggested having an Assessment event before the beginning of the spring semester with concurrent workshops where departments could showcase various assessment processes and tools. The committee felt this would be a good idea and suggested that the first one be held on Thursday, January 13 from 9:00 a.m. to 12:00 p.m. ***It was recommended that all faculty should be strongly encouraged to attend, which would involve communication and support from the deans. Nancy was asked to discuss this at a deans meeting and report back to the committee.***

Next Committee Meeting

The committee will meet again the week of August 10. ***CJ will work on scheduling the meeting date, time and location and notify committee members.***

MISCELLANEOUS

Donna mentioned that she has been considering the possibility of making the COMPASS test mandatory for all incoming freshman during welcome week.

Two examples of Assessment Progress Rubrics were passed out for review and committee discussion. This rubric would be used to evaluate the status of each area's assessment progress based on the information reported on the Assessment web site. The committee all agreed that the

sample from James Madison University would work well with a few modifications – change in the rating names and replacing the word "objectives" with "outcomes" to align with Washburn's terminology. *CJ will make the changes to the template, which will also be used as the document departments will receive to be included with the Program Review as well as for information for the annual University Assessment report.*

The meeting adjourned.