

MINUTES

ASSESSMENT COMMITTEE

Tuesday, August 11, 2009

Lincoln Room

10:00 a.m.

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

APPROVAL OF MINUTES

The committee minutes from June 9, 2009 were approved as submitted.

PROGRAM REVIEW AND ASSESSMENT

Robin Bowen attended the beginning of the meeting to talk about the Program Review Process. Program Review has been put on hold for a year to review and revamp the process. All programs will be backed up one year. There was a discussion about how Program Review and Assessment could work together. It was suggested to pilot the assessment part with those departments that had been up for program review this year. It was recommended that a member of the Assessment Committee be put on the Program Review Committee permanently. It was also recommended to identify a non-academic area that is up for Program Review next year to use as a pilot for assessment this year.

ASSESSMENT REPORT PROGRESS RUBRIC

A copy of the latest proposed Assessment Report Progress Rubric was sent to the committee members prior to the meeting. The members were asked to use the rubric to review their assigned liaison areas against the information on the Assessment web site and have all rubrics complete by September 9 committee meeting. Donna asked if members could have some areas reviewed by the next meeting on August 26 to help identify areas that could be used as examples for the September 25 workshop.

WEB SITE MATRIX

Donna briefly talked about the proposed matrices for the web site. A copy of the first matrix will be sent to all committee members – areas are asked to identify in which courses Student Learning Outcomes are either taught only or taught and assessed.

ASSESSMENT LIAISON WORKSHOP ON SEPTEMBER 25

The Assessment Report Progress Rubric would be introduced to the liaisons at the workshop, along with Matrix 1. Committee members can then schedule follow up meetings with each assigned liaison. It was recommended to send the rubric to the liaisons before the workshop.

INDIVIDUAL LIAISON MEETINGS WITH ASSESSMENT COMMITTEE

Donna talked about possibly setting up meetings with each liaison and the Assessment Committee to individually review the assessment progress. This may be a possibility for the spring.

DEADLINE FOR UPDATED ASSESSMENT REPORT ON WEB SITE

After discussion, it was agreed to change the due date for assessment report information on the web site to June 30 each year.

ASSESSMENT LEVEL

After discussion, the committee agreed that assessment should occur at the program/degree level (major) and include certificate programs (Leadership and Non-Profit Management).

Next Committee Meeting

The committee will meet again on August 26 from 3:00 p.m. to 4:00 p.m. in the Cottonwood Room in Memorial Union.

Future Fall Meetings (all in the Cottonwood Room from 3:00 p.m. to 4:00 p.m.):

September 9
September 23
October 14
October 28
November 11
December 2

The meeting adjourned

