

MINUTES
ASSESSMENT COMMITTEE

Tuesday, August 14, 2007
Shawnee Room
10:00 a.m.

Present at the meeting were Donna LaLonde (chair), Nancy Tate, Denise Ottinger, Melodie Christal, Catherine Mallett, Diane McMillen, Patricia Renn-Scanlan, and CJ Crawford (administrative support).

The committee approved the minutes of April 10 with one modification.

There was a discussion about the best ways to identify seniors for CLA testing.

The combined Assessment Committee Meetings/Liaison Workshops have been scheduled for the academic year. Topics for each workshop need to be identified and workshops assigned to various committee members.

Workshop Date	Location	Topic/Theme	Committee Member(s)
September 28	Henderson 107	Assessment Web Site (posting information) Evaluating Data Summary Data Consistency across areas – must be online Strategic Planning – Assessment Plans and budget (short and long term) Assessment Liaison Job Description	Donna LaLonde

NOTE: Agenda to be sent out 2 weeks prior to workshop – by September 14

October 26	Kansas Room	OASIS (Explanation to both academic and non-academic areas. Non-academic areas need to assign liaisons.)	Patricia Renn-Scanlan Denise Ottinger (Invite members of OASIS team – suggest Mike Russell and Dan Petersen)
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NOTE: Agenda to be sent out by October 12

November 16	Kansas Room	Liaisons share and discuss greatest challenge or success New Faculty (past 3 years) – What is Assessment at Washburn and what role do you play?	Cathy Mallett Joanne Altman
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NOTE: Send out email to request topics – committee, deans, directors. Agenda to be sent out by November 2

February 8	Kansas Room	NSSE Discussion of how to use NSSE data to guide Assessment	Melodie Christal Donna LaLonde
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March 28	Kansas Room	HLC Site Visit	Nancy Tate
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Melodie Christal
Donna LaLonde
& HLC Steering Committee

The next Rubrics and Rolls workshop is scheduled for September 29. The main topic will be the proposed writing rubric. It was recommended that it be sent out to all the liaisons and others who attended the April workshop for feedback by September 25.

There was a discussion on how to institutionalize assessment.

There was a discussion on engaging deans and directors in the assessment process and discussing the amount of time and work involved. It was recommended that the committee members meet with the deans/directors during one of their monthly meetings, which should be rescheduled for a luncheon meeting to accommodate teaching schedules.

It was recommended to prepare a bare bones description of the liaison role and expectations and share with liaisons before the September workshop.

The meeting adjourned.