

**MINUTES**  
**ASSESSMENT COMMITTEE**  
Wednesday, September 9, 2009  
Cottonwood Room  
3:00 p.m.

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

**APPROVAL OF MINUTES**

The committee minutes from August 26, 2009 were approved as submitted.

**REPORTS ON VISITS WITH ASSESSMENT LIAISONS**

Areas like the idea of the report rubric. They appreciate that the Assessment process is being aligned with the Program Review process. We will use the rubric this year and request feedback from the liaisons on the wiki after the June 30 annual report due date. Final recommendations from the committee for changes are due to CJ by September 11.

A question did come up about the difference between direct and indirect measures. Maybe it would be a good idea to show examples of both at the workshop.

Another question has been asked about Matrix 1 – is it to be done by department or degree program? It makes sense to do it by degree since the Student Learning Outcomes may differ. What do they do with unexpected outcomes – awards, etc? These should be in their report. Right now, Matrix 1 should just be used for courses to keep it simple.

**ASSESSMENT WORKSHOP – SEPTEMBER 25**

- 1) Introduce rubric – linking of Program Review process to Assessment process
- 2) Look for an area to use as a good example – ask Kandy Ockree if it's okay to use SoBu report
- 3) Need to find another area that just needs a few modifications – possibly Allied Health?
- 4) Liaisons should bring Matrix 1 on a flash drive – post on wiki when completed
- 5) Hand out rubric for self-analysis
- 6) Show how to post the matrix on the wiki

**Next Committee Meeting**

The committee will meet again on September 23 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.):

- October 14
- October 28
- November 11
- December 2

The meeting adjourned.