

MINUTES
ASSESSMENT COMMITTEE
Wednesday, September 23, 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, Kandy Ockree, Heather Collins, and CJ Crawford (administrative support). Absent: Denise Ottinger, Lori Khan, Jay Memmott, Lucas Mullin and Don Vest.

APPROVAL OF MINUTES

The committee minutes from September 9, 2009 were approved as amended.

ANNUAL ASSESSMENT REPORTS

Annual assessment reports for the 5 years preceding Program Review will be what are expected for the Student Learning Outcomes portion of each area's review (both in report format and data). The analysis of data and feedback will be the same from both the Program Review Committee and the Assessment Committee.

ASSESSMENT COMMITTEE AREA REVIEWS

The committee will begin with Math on October 28. CJ will schedule International Programs and BIS for November; both of these programs are at the beginning of the reporting process. The School of Nursing and Social Work will be scheduled in January or February.

Donna said she had a conversation with Heidi Staerkel about whether assessment should be done on International Programs or on Intensive English. After discussion, the committee agreed that it should include both and that Bobbie Anderson should be a co-liaison. It was recommended to suggest to Heidi that a faculty committee could be utilized to help identify the student learning outcomes for study abroad. A question was also asked if there is overlap between study abroad and the International WTE.

ASSESSMENT WORKSHOP – SEPTEMBER 25

It was agreed to use the School of Business and the HPEES reports as examples for the individual groups rubric practice.

It was agreed to move the deadline for posting Matrix 1 on the wiki to November 20.

ASSESSMENT RECORD

Donna passed out copies of the Assessment Record to be used as the report format on the wiki. It was recommended to add two missing items – frequency of outcome assessment and how information is disseminated to faculty and stakeholders – to agree with the items on the rubric.

Deadline for committee member's review of the annual report will be by August 1 each year so that areas have the feedback prior to initial faculty meetings. Each area's rejoinder and comments will be due back to the committee liaison by the first Friday of September for discussion at the committee's September meeting.

The Assessment calendar and timeline will be on the wiki. The committee's August meeting will be used to plan for the upcoming academic year and the September meeting will be to review the rubrics and comments.

Next Committee Meeting

The committee will meet again on October 14 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 28 – Math Department Assessment Review

November 11

December 2

The meeting adjourned.