

**MINUTES**  
**ASSESSMENT COMMITTEE**

Thursday, October 12, 2006

Cottonwood Room

1:30 p.m.

(Approved by Committee 11/16/06)

The following members were in attendance: Donna LaLonde (chair), Nancy Tate, Denise Ottinger, Joanne Altman, Patti Bender, Jane Carpenter, Melodie Christal, Jim Hoogenakker, Catherine Mallett, Diane McMillen, Kandy Ockree, Bassima Schbley, Don Vest, and CJ Crawford (secretary).

**ASSESSMENT WEB SITE**

Donna showed and talked about the Assessment web site. The Mission Statement should relate to the program's mission concerning student learning, and should be in both the catalog and online. There should be consistent language in the Mission Statement from department to department. Donna asked the members talk to the departments/areas they represent and encourage them to review their current Mission Statement. Donna will forward a sample of a template previously worked on by the committee to the members.

The plan for the web page is that it will be the system that will capture goals, objectives, the method of assessment, and the plan. It is recommended that when developing the plan, the areas should think about what is reasonable for them.

There is an evidence area which would be preferred to have available from the public side as long as the information is in summary form. It was suggested that templates should probably be provided on how evidence should be collected. If any of the members are in an area or know of one that has a way of good method for collecting evidence, please share it with the committee. The most important thing to capture is the feedback loop. Program changes need to be documented.

Donna suggested that the Department liaison structure be revitalized, and that the Department Chair and the liaison would have update access for the web page. Committee members are asked to help identify who the liaisons are for the departments/areas they represent and forward these names to CJ Crawford (cj.crawford@washburn.edu) by November 1.

**OASIS**

This is the new Assessment Office for HLC. They have instituted an academy, and participation is a four-year commitment. By participating in the academy, assessment of student learning will be addressed through the OASIS project, and will provide the evidence for Criterion 3 related to student learning. Washburn has been accepted and will start with the academy in February. Ron Wasserstein and Donna LaLonde are going to a workshop in January and will know about the structure and have more

information after that visit. For the academy, the most important Assessment needs for Washburn t were identified as General Education and WTE.

### **CLA – Collegiate Learning Assessment**

This is for testing general knowledge, and Washburn is going to pilot the writing assessment in the spring, which may replace the EN300 placement exam. A representative is also speaking to KBOR at a meeting next week.

### **CAPSTONE FOCUS GROUPS**

Melodie and Denise are looking for volunteer senior classes again this year. The group session is about ninety minutes, and the questions are aligned with NSSE. Departments/areas can also add specific questions. The results of general questions from last year still need to be summarized and haven't yet been distributed. The answers to specific questions were sent back to the area. The results from the first year were given to this committee and sent back to the departments. If anyone is interested in having a senior class participate, contact Melodie Christal.

### **BUDGET –**

Donna asked members to talk with the units they represent regarding budget needs – are there outside things they aren't using due to cost? Donna would like a report back from committee members about concerns of the areas they represent. There was a question about time for faculty who serve on the Assessment Committee or as Assessment liaisons.

A WTE Assessment Committee has been formed and is chaired by Cindy Hornberger.

CJ will send an email to the members to determine their availability for the November meeting on either 11/9 or 11/16 at 2:00 p.m.

The meeting adjourned.