

**MINUTES**  
**ASSESSMENT COMMITTEE**

Wednesday, October 14, 2009

Cottonwood Room

3:00 p.m.

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

**APPROVAL OF MINUTES**

The committee minutes from September 23, 2009 were approved.

**ASSESSMENT WORKSHOP – SEPTEMBER 25**

Donna thanked everyone for participating in the workshop. The feedback from the liaisons has been great. Committee members who were present felt that the liaisons understood that the assessment process is still evolving. One observation was that people now seem to be talking the same talk and areas are making progress with their assessment process. Most liaisons like the rubric and many felt it would help to improve their student learning outcomes and possibly their mission statement.

The committee does want feedback on the rubric and adapting the reporting process as may be needed for some areas, but is not interested in "wordsmithing" at this time. It was requested to add the Wiki URL to the Assessment web site. CJ will contact ISS.

**MATH DEPARTMENT ASSESSMENT REVIEW**

The Math Department assessment review will be on October 28 at 3:30 p.m. The committee agreed on the following for the meeting/review:

- 1) Prior to the review, Donna will ask the department to self-evaluate their report using the rubric. (NOTE: All committee members will also complete a rubric for the Math Department report on the Assessment web site and ratings can be discussed prior to meeting with the Math Department.)
- 2) Ask for feedback from the Math Department on the rubric.
- 3) Ask the Math Department what the committee can do to be helpful.

The meeting time will be extended to 4:30 p.m. to allow additional time for discussion, if necessary.

## **OTHER AREA ASSESSMENT REVIEWS**

It was agreed to wait until January or later for the committee to meet with International Programs and BIS. Both areas are in the initial stages of their assessment processes, and it would be best for the committee mentor to have more time to meet with each area.

## **PROGRAM REVIEW**

Nancy Tate is going to the first Program Review Committee meeting and asked what she should share with them about the rubric and the Assessment Committee input. After discussion, it was agreed that each area's assessment portion of their Program Review report will be the rubric ratings for the previous years and comments will be added to each rubric with the Assessment Committee's analysis. Donna said she felt it was important that both the Assessment and the Program Review Committees meet together to talk about the changes and the process.

## **Next Committee Meeting**

The committee will meet again on **October 28** from 3:00 p.m. to 4:30 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.):

November 11

December 2

The meeting adjourned.