

MINUTES
ASSESSMENT COMMITTEE
Wednesday, December 2, 2009
Cottonwood Room
3:00 p.m.

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

CJ will send out a link to Doodle so everyone can indicate availability for spring semester committee meetings.

Donna said that the feedback on the Student Learning Outcomes Matrix from most areas has been positive.

Donna met with International Programs and two of the three areas felt confident that they can formalize an assessment plan.

Donna talked about D-Space, a digital repository, and that it may be a good place to put assessment information that is not accessible to the public. It may be a better place to put the shared folders than on the shared drive where they are currently located.

The Program Review Committee has asked the Assessment Committee to provide them with the narrative for the program review document of what departments should provide for assessment. Donna will prepare a draft and send it out to the committee for an email vote. Donna recommended that the Assessment Committee should meet with the Program Review Committee to review where we are headed.

Melodie updated the committee on MAPP testing. Dr. Farley has approved the letter to send to seniors, so Melodie and Nancy will work on targeting seniors in capstones for the spring semester. Mary Shoop suggested using student teachers as one group of seniors. The plan is for the senior testing to be unproctored.

CJ has sent a request to ISS to archive the department information from the old Assessment website.

The Assessment Committee will meet on January 13 at 1:00 p.m. to plan the spring semester. CJ will let everyone know the location via email. It was agreed that there should be a spring workshop for the liaisons and topics could be how to organize information, how to prepare the department annual assessment report, and what should be the next step.

The meeting adjourned.