

**MINUTES**  
**ASSESSMENT COMMITTEE**

Tuesday, December 9, 2008

Cottonwood Room

3:30 p.m.

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

The minutes from September 12, 2008 were approved by the committee as submitted.

Donna said she had received good feedback about the wiki.

Donna asked the committee if they felt it was time to ask their colleagues what they would like to see in terms of Assessment by using some sort of structured tool/survey. If so, should it start with just the liaisons, or go to all faculty? After discussion, it was recommended to have *The Washburn UnConference on Student Learning* as a luncheon on February 13 from 12:30 p.m. – 3:30 p.m. An invitation should be sent to all faculty and selected students. The Kansas Room has already been reserved for the day, but need to have the Lincoln Room also for student breakout session.

It was agreed to do a student survey to collect their questions and issues prior to February 13. Nancy Tate and Lori Khan agreed to develop suggested questions for the group discussions at the unconference.

It was mentioned that it would be nice to make some progress with a software tool to help people manage their assessment data.

The committee agreed that a luncheon with new faculty would be a good idea and is targeted for the end of March.

The committee agreed that it would be necessary to have another committee meeting as soon as possible after spring classes begin to discuss the unconference on February 13.

The meeting adjourned.

