

MINUTES
ASSESSMENT COMMITTEE

Friday, March 11, 2011 - Lincoln Room – 2:00 p.m.

Present: Donna LaLonde (chair), Joanne Altman, Pamela Erickson, Yvette Jenkins, Vickie Kelly, Jay Memmott, Kathy Menzie, Kelley Weber, and CJ Crawford (administrative support). Absent: Nancy Tate, Denise Ottinger, Melodie Christal, Jane Carpenter, Gillian Gabelman, Kandy Ockree, Danny Wade, and Lucas Mullin.

The minutes from February 11 were approved.

SPRING WORKSHOP

Donna said she received positive feedback about the workshop on March 4. The liaisons appreciated the luncheon and having an opportunity to talk in a less structured environment.

She said there may be some confusion about the rubric and asked the committee if it should be changed to make it clearer. After discussion, it was agreed that the rubric is clear, but reviewer comments need to be more descriptive. The committee should look at the rubric and discuss what the categories mean and how the committee rates them. It was suggested that the committee mentors meet with their liaisons to review the rubric, if necessary, prior to the end of the semester.

ANNUAL ASSESSMENT REPORT DEADLINE

CJ will send an email to all liaisons and department chairs reminding them of the June 30 deadline for annual assessment reports to be posted on the wiki.

PROGRAM REVIEW

Donna said that Program Review has gone well. Student Life were the first non-academic areas to complete the assessment forms. Academic programs that were up for review this year were Mathematics, BIS, and Nursing.

The feedback loop still needs work to show how data is affecting changes or decisions not to change.

FALL WORKSHOP

After discussion, it was decided to have the fall workshop begin with a luncheon for liaisons and committee members, followed by a more formal presentation where department chairs and other faculty are invited to participate. It was recommended that levels be developed as breakout sessions – one for those who are new to the assessment process and reporting, one for those who are experienced, and one for co-curricular units. The luncheon will begin at 1:00 p.m. and the workshop will be scheduled from 2:00 p.m. to 3:30 p.m. It was recommended to have the workshop on the third Friday in September. CJ will check the calendar for conflicts and then reserve rooms and notify the committee. CJ will also email copies of each department's rubric rating sheet and a copy of the cover memo that was sent to the respective liaisons.

ETS TESTING

The testing is going well. Donna said we need to share the information/data with the committee. CJ will contact Melodie and Nancy about presenting information at the April meeting.

OTHER

Donna suggested that Admissions should be the next non-academic unit to go through the Assessment process. CJ will set up a meeting for Donna and her to meet with Richard Liedtke.

It was suggested to come up with assessment award(s) to give out during the first faculty meeting for the academic year. Donna said it was a good idea and is considering recognizing a department and also one or two liaisons.

The next meeting is April 8 at 2:00 p.m. in Morgan 270.

The meeting adjourned.