

**MINUTES**  
**ASSESSMENT COMMITTEE**

Wednesday, April 14, 2010  
Lincoln Room – 3:30 p.m.

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

The minutes from the March 10 meeting were approved with a date change for the subcommittee meeting.

Donna met with the Academic Affairs Committee to talk about the assessment of general education. Everyone is in agreement that there is an issue with assessment – what to do about that issue hasn't been determined. Donna doesn't believe there is going to be a complete general education proposal at the May 12 General Faculty meeting. We need to have an opportunity for the Academic Affairs Committee and the Assessment Committee (or designated members) to talk about campus needs for assessment and general education. The Assessment Committee will be asked to look at rubrics that are part of the draft document to comment about what modifications would be appropriate or necessary to use in a class to collect data. A major concern is how information is going to be tracked on each student.

**APRIL LIAISON WORKSHOP**

The workshop subcommittee met on March 24 to finalize plans. It was decided to move the workshop to a computer lab and give the liaisons a hands-on opportunity to work on their annual assessment report. Cathy Hunt and Jay Memmott talked to the committee about their workshop presentations. Donna talked about the Assessment Fact Sheet and reviewed the workshop agenda.

**OTHER**

The following items were recommended for the wiki:

- 1) Link to VSA
- 2) Comprehensive list of assessment types
- 3) List of external accreditation agencies and the departments accredited through them

Donna reviewed the timeline for submission and review of the Annual Assessment Reports. After discussion, it was decided to have a retreat on July 23 so committee members could get together to review the assessment reports. CJ will reserve a room and notify everyone via email.

The meeting adjourned.

**FUTURE SPRING MEETINGS (Lincoln Room from 3:30P-4:30P)**

Wednesday, April 28 (wrap up meeting to review assessment progress for the academic year and deadlines/responsibilities for the Summer relating to Assessment Progress Reports)