

MINUTES
ASSESSMENT COMMITTEE
Friday, April 8, 2011 – Morgan 270 – 2:00 p.m.

Present: Donna LaLonde (chair), Nancy Tate, Denise Ottinger, Melodie Christel, Joanne Altman, Jane Carpenter, Pamela Erickson, Yvette Jenkins, Vickie Kelly, Kathy Menzie, Kandy Ockree, Danny Wade, Kelley Weber, and CJ Crawford (administrative support). Susie Pryor, who will be on the committee next year, was also present. Absent: Gillian Gabelman, Jay Memmott, and Lucas Mullin.

The minutes from March 11 were approved.

ETS PROFICIENCY PROFILE

Melodie gave a brief update on the results so far from the ETS Proficiency Profile testing. For testing that was done last year, the results show that we are at or above national scores. The results are reported to the Kansas Board of Regents and for the Voluntary System of Accountability (College Portrait).

SUMMER RETREAT

The summer retreat to review the program/department annual assessment reports is schedule for Friday, July 22, beginning at 9:00 a.m. in the Shawnee Room – we will go until we are finished, or 4:00 p.m., whichever is sooner. A continental breakfast and lunch will be served. We will begin by reviewing a report from last year and how it is rated on the rubric. Donna asked everyone to look over the rubric to see if there is anything that needs to be clarified. CJ has sent an email to the liaisons and department chairs reminding them of the June 30 deadline.

FALL WORKSHOP

Donna asked for volunteers for the planning subcommittee to meet over the summer. Volunteers are: Donna LaLonde, Denise Ottinger, Vickie Kelly, Kelly Weber, and CJ Crawford. CJ will work on getting the first meeting scheduled. The Fall workshop is scheduled for Friday, September 16 beginning with lunch at 1:00 p.m. in the Kansas Room.

FALL COMMITTEE MEETINGS

CJ asked if continuing to have the committee meetings on the second Friday at 2:00 p.m. would work for everyone next year. The exception would be in December and May when a lunch would be scheduled during finals week. There was concern about conflicts with Program Review, so CJ will check the fall university calendar and Program Review schedule. Once meeting dates have been determined, she will notify the committee via email.

ANNUAL ASSESSMENT REPORTS

It was asked if a program could use the Annual Assessment Report from last year. It's okay to use the same report, but it is important that the information be updated.

ASSESSMENT OF GENERAL EDUCATION LEARNING OUTCOMES

Donna asked if a workshop should be scheduled for those coming up for general education review. Members from the Assessment Committee could help at the tables. Nancy will get a workshop scheduled and notify the Assessment Committee members of the date.

OTHER

Donna and CJ met with Richard Liedtke to talk about assessment and Enrollment Management areas. The meeting went very well and Richard is scheduling a meeting with all areas to meet for discussion.

The meeting adjourned.