

**MINUTES**  
**ASSESSMENT COMMITTEE**  
Thursday, September 10, 2015  
Lincoln Room – 2:30 p.m.

Present:, Vickie Kelly (Chair), Melanie Burdick, Kayla Carter, Emily Grant, Karen Kapusta-Pofahl, Elaine Lewis, Amy Memmer, Sean Stacey, Clayton Tatro, Margaret Wood and CJ Crawford (administrative support). Absent: Jane Carpenter, Sarah Cook, Gloria Dye (Sabbatical), Bob Handley, Tom Hickman, Denise Ottinger, Maria Stover, and Nancy Tate.

Introduction of new members.

It was moved by Melanie Burdick and seconded by Emily Grant to approve the April 23, 2015 minutes as distributed, and the motion was unanimously approved.

**STATUS OF PLANS AND REPORT REVIEW ~ FUTURE TIMELINE AND PROCESS FOR REVIEW**

The majority of the Assessment Plans and Reports have been reviewed. About 50% of the ratings have been sent out. The remaining ratings will be sent by the end of September.

Vickie thanked everyone who was able to attend the Assessment Retreat in July. The timing of the retreat isn't the best and Vickie asked for suggestions on a better time to meet and improving the review process. This year was a little more time consuming since all Assessment Plans were reviewed in addition to the Annual Reports. In the future, only Assessment Plans that are updated will need to be reviewed in addition to all Annual Reports.

Options were discussed. It was requested that committee members be given their assignments prior to the review meeting so they could review the documents in advance. There were also suggestions for the review to happen after the first of August to accommodate 9-month faculty on the committee, possibly meet on a Saturday after the semester begins, and have some committee members assigned as reviewers for Plans and some assigned as reviewers for the Annual Reports. A later review would most likely mean that ratings wouldn't be distributed until October – would this be a problem for departments? Vickie asked everyone to think of ideas for discussion at future meetings.

The committee will review the rubrics at the last meeting of the academic year to prepare everyone for the review.

**COMMITTEE RESPONSIBILITIES AND LIAISONS**

Assigning committee mentors to department liaisons hasn't worked as well as hoped over the last few years. This will be discontinued for at least this year. Vickie is meeting with several departments who either request a meeting or have been identified as needing assistance. If anyone on the committee is interested in accompanying her on a department visit, please let her know.

Co-curricular areas need to set up their Plans by the end of this year. Vickie has met with several areas already and progress is being made.

AALHE, an Assessment organization we belong to, is holding a Webinar on co-curricular assessment. Everyone is invited to attend on Friday, September 18 in the Cottonwood Room from 2P-4P. Due to limited seating, please RSVP to Vickie.

**SCHEDULING OF ASSESSMENT EXTRAVAGANZA**

There was a discussion on when the Extravaganza would be held – November or January – and what it would entail. The VPAA office would like to focus on USLOs, including the testing that has been and will be done and share the results of testing that has been completed, but the timing of a November event won't work. Vickie and Margaret will meet to discuss and report back to the committee in October.

**C-TEL OCTOBER ASSESSMENT PRESENTATIONS**

October is Assessment month for C-Tel. Margaret, Vickie, and Melanie will be presenting at workshops on various assessment topics.

**ASSESSMENT WEB SITE**

The web site ([Washburn.edu/assessment](http://Washburn.edu/assessment)) is still a work in progress. CJ reviewed the pages and content as it currently stands. Vickie asked committee members for help in providing rubrics or other helpful suggestions for the Assessment Training and Tools page. Hopefully by the end of October, the other pages will be up-to-date, including public access to all Assessment Plans. If anyone has any other suggestions for the Assessment web site, please let Vickie know.

CJ also reviewed how subfolders are set up in the Assessment folder on the shared drive.

**OTHER**

A subcommittee, Vickie, Melanie, Karen, Kayla and Margaret will be meeting in the next couple of weeks to review fall applications for Assessment Grants and will give a report at the October meeting.

The meeting adjourned.

**NEXT MEETING:** Thursday, October 15 @ 2:30P – Lincoln Room