

ASSESSMENT COMMITTEE MEETING MINUTES  
Thursday, March 8, 2018 2:30 p.m. to 3:30 p.m.  
Memorial Union-Cottonwood Room

**In attendance:**

Vickie Kelly (Chair), Melanie Burdick, Amy Memmer, Louise Krug, Gloria Dye, Sarah Cook, Kayla Carter, Catlynn Jaynes (administrative support)

**Follow-up on Assessment Extravaganza**

Vickie stated that the attendance at the Assessment Extravaganza has gradually declined. Attendance was down this year. Vickie asked the committee to provide feedback on the Assessment Extravaganza to decide what changes to make in the program format for next year.

The committee provided suggestions:

- Hold during a different time of year
- Hold in a different space
- Hold event prior to a general faculty meeting
- Piggy-back with a faculty after hours
- Coordinate with another event on campus
- Shorten the program format and hold in a smaller space
- Write up a few talking points beforehand so conversations are productive
- Set-up stations with the program projected on a screen instead of printing programs to save money
- Use a round tabletop or “speed dating” style format. Have questions on each table and turn it into a game. Have one committee member at each table and ask attendees to rotate tables periodically. Dedicate a couple tables to reporting out on assessments and a couple tables providing feedback. In addition, have a couple tables for assessment resources such as: how to create a rubric, writing multiple-choice questions, summative assessment vs. formative assessment, or provide examples or websites.
- Compressed format in smaller room with roundtables

**Date of Assessment Retreat**

The date of this year’s Assessment Retreat will take place on Saturday, August 25, 2018. Next year, the committee would like to continue to meet on Thursdays from 2:30-3:30.

**Update on University-wide assessments**

Assessment reports will be sent out starting in April. Several programs have new assessment plans in place. There have also been a few co-curricular programs that have submitted new plans. There will be several new plans to review at this year’s Assessment Retreat.