

Assessment Committee

June 28, 2011

Meeting Location & Time: Dean of Students Conference Room (2:30pm – 4:00pm)

Members Present: Dr. John Grotgen, Shawn Phippen, Brian Roberts, Dr. Kimberly Tanner, Crystal Goode, Ann Stone, Josh Roberts, Mark Williams

Members Absent: Sarah VanKuiken, Holly Wright, Rhett Moore, Richard Lee, Brenda Beasley

Meeting Minutes

1. Minutes from 03-02-11 were approved. Dr. Grotgen provided overview of present committee's work up to the current time. Positively recognized the work completed thus far with goal development, rubric development, and completion of plan reviews.
 2. **Assessing Assessment Process:** Overall, committee members agreed that the overall process has been successful though the rubric interpretation varied. One member raised the point that some of the plans were more detailed than others and therefore easier to review. Other plans were not as detailed and as such committee members were left to assume whether or not assessment components were adequately addressed. There was also the discussion regarding how the Results Section on the rubric was handled by reviewers. The results section will be omitted from the *Assessment Plans* and will be included at a later time, according to the timeline set in place, in the *Assessment Report*.
 3. **Current Plan Review/Feedback:** Feedback will be provided to Directors in July following the holiday. Based on the points discussed above, it was agreed that present feedback to the Directors would include:
 - a. A request for more detailed information in future plans.
 - b. The section on Proposed Measures should be addressed regardless of whether or not changes occur. If no changes are warranted this should be stated in the report.
- *Note:** It was agreed that, though the overall process was a success, rubric details would be ironed out following input from Director's on the feedback received.
4. **Timeline (to be reported to Russ Mast):** The committee agreed on a 2-year assessment cycle to improve the overall feasibility and efficiency of the process from Assessment Plan development and submittal to a final Assessment Report submittal. Beginning with the upcoming plans the tentative schedule is as follows:
 - a. August 31, 2011 – the plans for *Fiscal Years* 2012 (July 2011-June 2012) through 2013 (July 2012-June 2013) or *Academic Years* 2011/2012 (Fall 2011-Sum2012)

through 2012/2013 (Fall 2012-Sum 2013) will be due to the committee. (Sorry for the detail here but I work better visually with this).

- b. September and October – the committee will review the plans.
- c. November 1, 2011 – Directors will receive committee feedback no later than November.
- d. Summer 2013 - Results will be entered into the final Assessment Report and submitted to the committee for review (We discussed July from the Fiscal perspective but would mid-August work better for *both* the Fiscal and Academic Plan Years?)

***Note:** Should departments need to make an addendum or put in preliminary results midway that will be at their discretion.

- 5. It was verified that Ann Stone would continue to receive committee communication on behalf of Cooperative Education. The meeting was then adjourned at approximately 4:00 pm. Next meeting time to be announced.

C. Goode (6/29/11)