

## Assessment Committee

January 19, 2011

*Meeting Location & Time:* Dean of Students Conference Rm (3:00pm-3:50pm)

*Members Present:* Dr. John Grotgen, Dr. Kimberly Tanner, Shawn Phippen, Ann Stone, Josh Robertson, Crystal Goode, Holly Wright, Brian Roberts, and Sarah VanKuiken.

*Members Absent:* Ann Lacey, Rett Moore

*Note:* Brenda Beasley did come in for a few minutes to provide an update on her collaboration with Dr. Biddix before returning to interviews for Orientation Leaders. ( Hope they went well for you!)

### Meeting Minutes

1. Kimberly moved to accept the minutes from November 10<sup>th</sup>. Minutes were approved without changes.
2. **Goal 1** - The committee discussed progress towards the goals set for 2010-2011. Brian has updated the website and indicated he had received input regarding maintaining archived plans. It was unanimously agreed that an Archive section would be created for older plans and reports. Plans should be sent to Brian in PDF files. A disclaimer will be added for interested parties to request documents in accessible formats (per Kimberly's suggestion).

**Goal 2** – In progress. Brenda reported that she has sent the assessment materials for the Emerging Leaders program to Dr. Biddix for the pilot project and is awaiting his response.

**Goal 3** – Development of a review process is in progress. Crystal will divide committee into two subcommittees (each led by Co-Chairs Dr. Grotgen and Shawn Phippen). Each subcommittee will review 7 departmental plans and it was agreed that no member would serve on the same subcommittee reviewing that individual's departmental plan. Dr. Grotgen will be sending gentle reminders to those who still need to submit plans and an invite for departments still in need of representation.

**Goal 4** – The process for ongoing assessment will be finalized at the end of the year.

3. Next meeting has been scheduled for March 2<sup>nd</sup> at 2pm in the same location (per email confirmations following this meeting).
4. Shawn adjourned the meeting at 3:50pm.