**ASSESSMENT COMMITTEE**

**Meeting Minutes**

**March 1, 2016 – 4:00 PM**

**LHH 302**

Present:

Laureen Cantwell, Katie Dreiling, Ann Gillies, Carmine Greico, Jeanine Howe, Suzanne Lay, Gary Looft, Carrie McVean-Waring, Alison Harris, Jason Reddoch, Bette Schans, David Weinberg, Judy Williams, Steve Werman, Kurt Haas, Bette Schans

Not able to attend: Sean Flanigan, Gillian McKnight-Tutein, Kelly O’Connell, Shawn Robinson

**Discussion/Topics: Agenda for meeting**

1. **Approve minutes from February 2, 2016 meeting.**

Meeting minutes were reviewed. Gary Looft moved to approve the meeting minutes. Jeanine Howe seconded. All in favor. Motion passed.

1. **Essential Learning.**  
   The oral communication pilot using the Milestone course speeches will be held the last week of March. Bette will contact faculty in the natural sciences to participate in the analytical outcome pilot after spring break.
2. **Assessment Plan/Report Review Rubric.**

David Weinberg presented a change to the template that allowed faculty to indicate whether they had held discussions with faculty about the assessment data and actions to be taken. The changes were discussed and approved.

1. **Third year progress reports.**

Programs that are in the third year of the program review cycle should be preparing a progress report on assessment this semester. The progress report has a narrative. There was discussion about whether the narrative is repetitive with the report template. There are five questions to be answered on the narrative. Bette will send the questions out to the group after the meeting.

There were some questions about the program review cycle and Table 2 from the Program Review Manual. The group looked at the six year cycle for assessment. Many programs have been added and some have been shuffled around in the schedule. The table was discussed and found to be confusing and in need of some minor modification to be more easily understood.

1. **Associate and Technical Certificate feedback.**

A reminder was given that each team lead should send feedback via email to the programs they reviewed by February 15, 2016. These should be emailed to the Assessment Committee representative with a copy to the Department Head for that program.

1. **Program Review Feedback.**

Tabled until the April meeting.

1. **Reminder for next meeting.**

The graduate program reports will be discussed in April. The third year progress reports will be discussed in May.

**Next meeting:**

April 5, 2016

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