**ASSESSMENT COMMITTEE**

**Meeting Minutes**

**May 3, 2016 – 4:00 PM**

**LHH 302**

Present:

Laureen Cantwell, Katie Dreiling, Ann Gillies, Kurt Haas, Suzanne Lay, Gary Looft, Carrie McVean-Waring, Alison Harris, Jeanine Howe, Kelly O’Connell, Jason Reddoch, Shawn Robinson, Bette Schans, David Weinberg, Judy Williams,

Not able to attend: Sean Flanigan, Carmine Greico, Gillian McKnight-Tutein,

**Discussion/Topics: Agenda for meeting**

1. Approve minutes from April 5th, 2016 meeting.

Meeting minutes were reviewed. David Weinberg motioned to approve the meeting minutes. Gary Looft seconded. All in favor. Motion passed.

1. Terms Ending.  
   Assessment Committee members whose terms are ending will most likely be returning. Biology needs to find a replacement for Carrie McVean-Waring. Gary Looft will return for the fall semester, a replacement will be needed for spring 2017.
2. SLO feedback sessions.

4 people attended the sessions with one e-mail inquire/comment. Feedback was good, but there were concerns that SLO’s as written might not fit their program. Discussion will continue in the fall.

1. Graduate program.

Those groups who had reports to review provided their comments to the committee either by hard copy or verbal recitation. All comments were submitted either by e-mail or on the R drive. Suzanne will include these reports in the annual report, which she will work on over the summer. More reports will be available by October and all should be on the R drive by December. Discussion followed.

1. Program Reviews.

Those small groups who had programs to review shared what they found. There was conversation regarding the time table. Might it be possible to adjust the turnaround time on the Assessment Committee’s review of the program’s assessment section? Discussion followed. Suzanne will also include these reports in her annual report.

1. Third year progress reports.

Have two from Kinesiology and they are on the R drive. Small groups to review and provide feedback. Others from Cycle 1 will be turned in next fall. The 3rd year report is based on 5 questions Bette sent out to Department heads. Bette to work on a template. Suggestions to make a column into a row; add budget, at the 3 year mark include a brief report and which includes budget; have faculty listed.  
These 5 questions will be posted to the Assessment web page. If the program has accrediting bodies, those standards are what will be used.

1. Curriculum manual example.

An example for the manual was provided by CSMS titled “Cyber Security”. If possible, do this before a new course is submitted.

1. Meetings for Fall 2016.  
   The first Tuesday of the months seems to work for everyone at 4 PM. LHH 302 will be reserved for September, October, November and December.

**Next meeting:**

September 6, 2016

LHH 302, 4 PM