**ASSESSMENT COMMITTEE**

**Meeting Minutes**

**September 1, 2015 – 3:00 PM**

**LHH 302**

Present:

Katie Dreiling, Sean Flanigan, Ann Gillies, Carmine Greico, Jeanine Howe, Suzanne Lay, Gary Looft, Gillian McKnight-Tutein, Carrie McVean-Waring, Alison Morris, Kelly O’Connell, Jason Reddoch, Shawn Robinson, Bette Schans, David Weinberg, Judy Williams, Steve Werman,

Not able to attend:

**Discussion/Topics: Agenda for meeting**

1. **Welcome new members; Katie Dreiling (SBS), Carmine Greico (KINE), Alison Harris (ART) and Gary Looft (WCCC).**
2. **Approve minutes from May 6th meeting.**
Meeting minutes were reviewed and corrections suggested. Jeanine Howe motioned the minutes be accepted with corrections. Gary Looft seconded. Motion passed.

1. **Elect chair and vice chair for 2015-2016.**
Dave Weinberg nominated Suzanne for chair. Gary Looft seconded. Jason
Reddoch nominated Shawn for vice-chair, Jeanine seconded. Motion passed.
2. **Review sub group assignments.**The matrix list for Associate/Technical Certificate plan and the Assessment plan was reviewed. Some people were moved into other groups so they would not be reviewing their own departments work.
3. **Discuss plan for upcoming year.
a. Complete reviews and provide feedback for associate and technical certificate program assessment reports.**

More information to be shared once Suzanne and Bette have visited with Christine Murphy. The deadline is postponed until this visit with Christine. The same rubric will be used for the technical and associate programs. As for the expectations on the certificate and associate programs, plans were looked over, now documentation should more information and details.

**b. Monitor progress on implementation of all baccalaureate, associate, and technical program assessment plans**.

Keep monitoring progress on baccalaureate. Encourage the department to continue to work on their plans; check in on them periodically. Inquire if they need help or have questions on their progress. For concentrations, there should be some distinction if they have particular outcomes and they should have a plan.

**c. Provide advice to faculty on data collection, reporting, etc., on an as-needed basis.**

Keep on working with faculty with advice on date collection and reporting.

**d. Work with Essential Learning Committee to analyze the results for the assessment completed in May 2015 for communication and critical thinking based upon the AAC & U Value Rubrics.**

General Education is being phased out, Essential Learning is in place; keep working on assessing for Essential Learning. One question was when faculty will hear about results to know what they need to work on. The hope is for later this fall, they need the faculty teaching these courses to help evaluate and make recommendations. There will be review sessions this fall with faculty teaching Essential Learning courses for submission of documents. Communication, Written and Critical Thinking will be this fall and Quantitative will be in the spring.

**e. Review and provide feedback for 2015-2016 program reviews and third year progress reports.**

There will be 5-6 programs reviewed in the 15-16 Academic Year with possibly as many as 11 in 2016-2017. The assessment portions will be taken from each program review report and sub groups will review what the department submitted.

**f. Review and provide feedback for graduate program assessment plans.**

Graduate programs have student outcomes. There are no assessment reports so will be reviewing plans.

**g. Assessment/EPortfolio Committee.**

Vendors will be on campus later this fall. Some Assessment Committee members are on the Assessment/EPortfolio committee. The Assessment Committee will be involved in what reports need to be provided and how to get that information. More information and details to follow.

1. **Review Essential Learning results from May 2015.**Report details were reviewed and discussion followed. There will be another review and any Assessment Committee member that wants to be involved should let Bette know by mid-semester.

 **Next meeting:**

October 6, 2015

LHH 302, 4 PM