**ASSESSMENT COMMITTEE**

**Meeting Minutes**

**November 1, 2016**

**LHH 302**

Present: Laureen Cantwell, Katie Dreiling, Ann Gillies, Kurt Haas, Suzanne Lay, Gary Looft,

Alison Harris, Jeanine Howe, Kelly O’Connell, Jason Reddoch, Shawn Robinson, Bette Schans, David Weinberg, Judy Williams, Carmine Grieco, Jun Watabe, Kelly Craig

1. Minutes were reviewed and a correction was made to Jun’s name in item 1 of the September minutes. Minutes were accepted as corrected.
2. There was a discussion about ePortfolio. Some instructors are using it already in their courses. The pilot group from ENGL 111 will have student submissions to Digication and then random artifacts will be sent to the Written Communication review group. A call is going out to ask select instructors if they would be willing to have ePortfolio for the spring semester pilot review of Critical Thinking. Some instructors are reluctant to participate because ePortfolio is not linked to D2L. Hopefully this will be rectified in time to run a pilot in the spring.
3. The review sessions for this fall are:
	1. Written Communication – a calibration session will be held the week before, or the week of, finals. Since this will be electronic, Tracy DeBellevue will be there to help the reviewers access Digication.
	2. Critical Thinking – the calibration session will be on December 20 from 9-11, room to be determined.
	3. Oral Communication – the second pilot session will be December 1 or 2.
	4. Quantitative Literacy – a group of faculty met to discuss a method of assessment and the type of artifacts to be used for QL. The group will meet again November 17.
4. The three-year summary reports are due on December 1. The deadline for sub-groups to submit the review to the Committee is February 7. Review of the assessment portion of program reviews will be due March 7. The members were reminded to review if program faculty had responded to previous feedback.
5. The rest of the meeting was dedicated to a review of the Exercise Science 3-year Summary Report. Committee members separated into their respective sub-groups to review the report using the review rubric. This gave everyone a chance to determine if the rubric will be used for the rest of the summary reports. The consensus was that it would be useful.
6. The meeting was adjourned at 5:10 p.m.

Submitted:



Bette Schans

Director of Assessment of Student Learning