

**ASSESSMENT COMMITTEE**  
**Meeting Minutes**  
**February 13, 2014 – 3:00 PM**  
**LHH 219**

Present:

Richard Bell (Vice-Chair), Sean Flanigan, Brian Horn, Suzanne Lay (Assessment Coordinator/Chair), Kelly O'Connell, Vince Patarino, Jason Reddoch, Bette Schans, David Weinberg, Steve Werman, Judy Williams

Not able to attend: Rick Moritz, Heather Patterson-McCulloch, Gillian McKnight-Tutein, Markus Reitenbach, Denis Thibodeau

**Discussion/Topics: Agenda for meeting**

**1. Approval of revised Assessment Handbook.**

Suzanne opened the meeting to discussion of the revised Assessment Handbook. It was suggested to use titles, not names, as individual's will change but titles will not. A question was raised that the current assessment plan form does not have "state criteria for success" as found on page 9 of the handbook. As benchmarks come to be in place this statement will eventually be needed. Dick Bell motioned to accept the handbook with changes, seconded by Sean Flanigan. Opposed, 0. Approved, 10. The Handbook was approved pending changes suggested during discussion. The handbook will be posted to the CMU Assessment web page once changes are done.

**2. Update on meetings of small groups on baccalaureate program plans.**

All meetings have gone well. Departments appreciate the direct communication with Assessment committee members. Suzanne noted the feedback forms need to be on the R drive and to please post them soon. Discussion followed on which type of document would be best. A word document is easiest but a PDF is fine. This spring all baccalaureate programs should be compiled and the Assessment plan template is there to be used.

**3. Update on HLC.**

We have received the first letter from the site visit team. Their recommendation is for renewal of our accreditation. The fact sheet was sent back by Dr. Futhey with changes. This report is to be reviewed by another HLC committee and a formal letter will follow. However, it was recommended that Assessment submit a monitoring report be sent to the Commission by January 2016. CMU needs to demonstrate we are either using information and data on every program or the University is doing its job.

The General Education Working Group is using the AAC & U Value Rubrics on the 3 Institutional Outcomes; communication fluency, quantitative fluency and critical thinking.

Committee members were asked if they would be willing to submit actual general education course papers that have been received from students?

Once we have the process in place each semester will generate the information HLC is asking for.

Housing data needs to be established and is being worked on.

**4. Assign 2 year programs to small groups for review/feedback.**

Teams have a combination of main campus and WCCC programs. The timeline is to have each team review their assigned programs by our next meeting on March 7<sup>th</sup>.

Visits with departments should be scheduled between March 7<sup>th</sup> and April 18<sup>th</sup>.

Clarification is needed if WCCC has an Assessment representative.

**5. Discuss assessment committee open sessions/coffee hours/lunch and learn sessions, etc.**

It was decided these sessions are not be needed at this time.

**6. Additional CMU institution-wide SLOs discussion.**

Institutional SLOs were based on the DQP report from 2 years ago. If a department has other SLOs they are noted in Other Specialties on the Assessment Plan. At some point additional SLOs will be needed. The updated DQP report has reworded critical thinking for its requirements.

**Next meeting:**

**March 7<sup>th</sup>, 3:00 PM**

**LHH 302**