

ASSESSMENT COMMITTEE
Meeting Minutes
September 20 10, 2013 – 3:00 PM
LHH 302

Present:

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

Not able to attend: Rick Moritz, Heather Patterson-McCulloch,

Discussion/Topics: Agenda for meeting

1. Vote for Chair and Vice-chair of Assessment Committee for 2013.

Judy Williams nominated Suzanne for Chair position. Dick Bell seconded. Suzanne accepted. Suzanne nominated Dick for Vice-Chair. Sean Flanigan seconded. Dick accepted. All in favor, none opposed and no one abstained.

Gillian McKnight-Tutein, Assistant Vice President of Academic Affairs-Distance Education was introduced as an Ex-Officio member to the Assessment Committee.

Kyle McQuade's term ended, new Biology representative to the Assessment committee to be determined. Subsequent to the meeting, a correction was made that Kyle's term did not end.

2. Discuss review of Assessment Plans from departments for ALL baccalaureate programs.
 - a. Review the rubric (attached).

Discussion of rubric amongst committee members. The Assessment Plan template was sent out to departments. Department's course was filled out and sent to Bette.

b. Team assignments

Committee members were not assigned to their department for reviewing plans. Assignments are as follows:

Team 1: Dave Weinberg, Heather Patterson-McCulloch, Jason Reddoch, Kelly O'Connell will review Business (Accounting, CISB, Construction Management, BBA, BAS CISB, BAS Hospitality Management), Education (Primary and Secondary), Music (Elec. Studies Business, K-12 Ed., Liberal Arts, Music performance).

Team 2: Dick Bell, Brian Horn, Sean Flanigan, Steve Werman will review Biology and Biology Secondary Education, LLMC (English Literature, Secondary Education,

Writing, Liberal Arts – elementary Education, Mass Communication, Spanish – applied professional, Literature and Language, and Secondary Education, Theatre (Acting/Directing, Design Technology, Music Theatre).

Team 3: Judy Williams, Vince Patarino, Dennis Thibodeau, Rick Moritz, and Gillian McKnight-Tutein will review Art (Graphic Design, Studio Art), CSMS (Computer Science, Math, Liberal Arts Elementary Education, Math – Secondary Education, Statistics), Kinesiology (Adapted Physical Education, Athletic Training, Exercise Science, Fitness/Health Promotion, Sport Management, K-12 Education).

Team 4: Biology rep, Markus Reitenbach, Suzanne Lay, and Bette Schans will review Health Sciences (BSN, BAS Radiologic Technology), Social and Behavioral Sciences (Criminal Justice – Law Enforcement, Criminal Justice, History, History – Secondary Education, Liberal Arts – Social Science, Physical & Environmental Science, Political Science, Psychology, Sociology, and Public Administration).

A list of Assessment committee members and their department will be sent to committee members by Suzanne.

c. Timeline

3-4 more meetings for this fall, alternating between Thursday and Friday dates. 3-4 PM will be the meeting times in LHH 302.

Feedback to Departments by end of fall semester.

Teams should take the department assessment plans they are to review; first individually, then gather as a team and talk. At the Assessment Committee meetings discuss what they may have questions on regarding what they reviewed. Each team can determine how quickly they will get through items in their assigned departments.

Following are questions asked by committee members regarding communicating with departments of assessment plan being reviewed.

- a. If the Assessment Committee reviewer should speak to the department directly or committee member from that department be the go-between.
- b. Reviewers are not there to specify what they need to have – but to help department understand what they should be attempting to accomplish.
- c. Some departments want benchmark column left in, that's fine. Eventually benchmarks will be in all plans.
- d. Some departments did plans for 1 year; some went out 6 years. Depends on if they were doing a program review.
- e. As long as plan from department is in the folder – it is fine if left off matrix for Assessment Plan review list.

- f. Wait and see on data analysis for some departments that may have left some items out or combined items. Feedback on the plan for now – feedback on reporting of results will be when that will come into play.
 - g. Concentrate on level 1 and 2 for now.
3. Future meetings will include (by the end of the AY)
- a. Discussion on ETS Proficiency Profile results from pilot in spring 2013.
 - b. Discussion on NSSE results from spring 2013.
Assessment Committee will receive these results.
 - c. Discussion on team progress on reviewing assessment plans
Will be discussed at every meeting.
 - d. Discussion of assessment portion of program reviews for 2012/2013 and 2013/2014.
Will be looked at.
 - e. HLC site visit member will meet with Assessment Committee. Meeting day and time to be determined.
 - f. Graduate Program.
Assessment plans for them will be coming soon. Probably Spring 2014.

Teams are asked to meet before the next meeting. Plan your meeting amongst yourself but individually be looking at the plans you are responsible for. Discussion will follow on how to send out comments to department reviewed.

**Next meeting:
Thursday, October 10, 2013
LHH 302, 3 PM**