

**ASSESSMENT COMMITTEE**  
**Meeting Minutes**  
**December 05, 2013 – 3:00 PM**  
**LHH 302**

Present:

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

Not able to attend: Sean Flanigan, Rick Moritz, Denis Thibodeau,

**Discussion/Topics: Agenda for meeting**

**1. Team updates on feedback to departments.**

Kinesiology:

This was the first meeting of an AC review team with a department and this group felt that the meeting with the Kinesiology department was interesting. They worked for a collegial tone and believe that was accomplished. AC review team members believe the Kinesiology faculty were looking at their plans and making changes as they spoke about items during the meeting. A suggestion was expressed that in future initial meetings it would be helpful to have the department faculty introduce themselves and who was responsible for which program in that department. Another suggestion was to take blank sheets of the assessment plan and explain the form and what they are seeing from the departments submission. Another suggestion was that the AC Review team share their comment sheets amongst themselves prior to the meeting with the department and to have a copy with them at the meeting.

Business:

This meeting with the AC review team was in progress during the Assessment Committee meeting. Suzanne and Bette left early to start the Assessment Committee meeting. Both expressed that a collegial atmosphere was achieved by the AC review team. At the next meeting with the Business Department the Review team may have to explain again why they were there as that had not happened at the beginning of this meeting. AC review team members arrived and comments were shared. The AC review team felt it went well. The Business Department appreciated and were thankful for the input. The AC review team expressed that they were excited about their spring meeting. AC review team members appreciated the meeting as it showed other departments are struggling with same situation.

SBS:

It was agreed that Vince will represent both, his department and the AC Review team.

Discussion followed about a request for a spring workshop. Bette spoke with Dr. Futhey and shared Carol's suggestion with the Assessment Committee members in attendance. "Once a month have an open session with Assessment Committee members and any department that has questions can come by and meet with whomever from the Assessment Committee that could be there. Possibly rotate whom of the Assessment Committee will be there that day. Several committee members thought this was a good idea. More discussion to follow.

Suzanne complimented the members and expressed her appreciation of how the AC members have embraced this task.

Bette encouraged AC review team members to set up with the departments they have left to review a meeting prior to leaving for winter break.

A concern was expressed that during feedback is it out of line to suggest another type of activity that can be used for an assessment other than a written test? Other committee members concurred with the suggestion. This can be suggested to the department and it is up to the department if they wish to consider other activity's but the suggestion would open up their thinking to other ideas.

Meeting options for next spring will be solicited by Suzanne in the next few weeks or over break.

**Next meeting:**

**???**

**TBD**