

**ASSESSMENT COMMITTEE**  
**Meeting Minutes: May 4, 2018**  
**LHH #302**

Present: Laureen Cantwell, Katie Dreiling, Carmine Grieco, Olga Grisak, Kurt Haas, Dan McClintock, Suzanne Owens, Chris Penick, Bette Schans, Jun Watabe, David Weinberg

Not Present: Tyler Anderson, Ann Gillies, Alison Harris, Jeanine Howe, Kelly O’Connell, Aparna Palmer, Tim Pinnow, Markus Reitenbach,

- 1) April 6 meeting minutes reviewed and approved – no corrections.
- 2) Suzanne offered another reminder to committee members to upload group feedback on the program reviews, three-year summaries, and new assessment plans to the R Drive. Additionally, to be sure that the groups share their feedback with their respective programs.
- 3) Discussed changes in committee membership for the next academic year. In particular, Suzanne expressed that she will no longer be the Chair of Assessment Committee due to other obligations. However, she will remain on the committee as a faculty representative for her department.
- 4) Discussed the findings from Dave, Chris, and Arpana’s report regarding “faculty burnout on assessment”:
  - a. Found that some faculty felt burned out “in general” with regard to assessment, while others felt more burned out with having to reformat their analyses and findings in order to fit the assessment committee’s templates.
  - b. Found that some faculty were still using their own templates, however, some of these templates were “really good.”
  - c. Their suggestions:
    - i. Work with IT or computer science to develop a program in which to import assessment data in a standardized format (even if the data are coming from different templates or formats).
    - ii. Allow programs to use their own templates, and possibly incorporate their ideas into Assessment Committee’s templates/formats.
    - iii. If we continue to ask programs to use a specified template designated by the Assessment Committee, to ensure that it is first approved by the committee prior to sending it out.
    - iv. Remove the three-year summary report requirement.
  - d. After some discussion, a committee member moved to delete the three-year summary. No other committee members seconded the motion.
  - e. It was decided to “table” this discussion until the fall semester.
- 5) Next meeting: TBD Fall of 2018.

Submitted: May 4, 2018 by Katie Dreiling (Assessment Committee Vice-Chair)