

Assessment Committee
Meeting Minutes: October 5, 2018 – 3:30 PM, LHH #302

In attendance: Alison Harris, Nancy Alex, Tyler Anderson, Jun Watabe, Nikki Williams, Aparna Palmer, Dan McClintock, Laureen Cantwell, Denita Weeks, Morgan Bridge, David Weinberg, Eliot Jennings, Markus Reitenbach, Olga Grisak

Not present: Chris Penick, Suzanne Owens, Ben Reigel

I. Call to order and introductions

David Weinberg opened the meeting and welcomed new members, Nikki Williams and Denita Weeks. Members introduced themselves.

II. Approval of Assessment Committee Meeting Minutes from September 5, 2018

(McClintock/Watabe) motion carried.

III. Old business

1. Program reviews, three-year reports and new assessment plans

a. The committee reviewed the schedule for program reviews and three-year reports.

b. Team lists

i. Last semester, the teams were reassigned to have representatives from each department on the teams that review the programs from these departments. The teams remain the same for this semester.

ii. The concerns were voiced that some teams had significantly more program reviews and reports to complete than the others. Nancy Alex is going to map the program review cycle with the team assignments to evaluate the workload better.

iii. The committee is going to select team leaders during the next meeting.

c. Review rubrics

i. The committee decided to update the review rubrics. Morgan Bridge, Alison Harris and Nancy Alex are going to work on developing a new template. The committee members provided suggestions for improvement.

d. Timing

i. Program reviews are due by November 1st and three-year summaries are due by December 1st.

ii. The committee is considering to change turnaround time to accommodate the programs that have to submit assessment documents to external reviewers.

iii. During the next meeting, the assigned teams are going to determine if the reviews can be done before the end of the semester.

iv. Timing for new assessment plans is going to be discussed at December meeting.

2. Three or six-year report template

i. The committee decided that for three or six-year reports programs can use old templates provided by the committee or their own customized templates.

ii. David Weinberg and Denita Weeks are going to work on creating a new improved template for cumulative assessment reporting. In addition, it was suggested to make a checklist for the programs of what has to be included in the reports.

IV. New business

1. The committee decided to schedule two brainstorming sessions based on suggestion from Morgan Bridge.

2. Promoting one SLO each year in association with T2T: Morgan Bridge

i. The committee supported the idea to promote one SLO each year or each semester

ii. Morgan Bridge, Nancy Alex and Laureen Cantwell are going to work on the plan and on collaboration with the T2T committee.

V. Adjournment

Meeting adjourned at 4:43 PM.

Submitted: October 8, 2018 by Olga Grisak (Assessment Committee Secretary).