

Assessment Committee
Meeting Minutes: April 5, 2019 – 3:30 PM, LHH #302

In attendance: Ben Reigel, Laureen Cantwell, Chris Penick, Dan McClintock, David Weinberg, Eliot Jennings, Markus Reitenbach, Jun Watabe, Denita Weeks, Suzanne Owens, Nick Bardo, Olga Grisak

Not present: Alison Harris, Tyler Anderson, Nikki Williams, Morgan Bridge

I. Call to order

David Weinberg opened the meeting. The committee welcomed Nick Bardo from Teacher Education Department who is substituting for Nancy Alex.

II. Approval of Assessment Committee Meeting Minutes from March 1, 2019

(Owens/Reitenbach) motion carried.

III. Old business

1. New assessment templates

- a. David updated the new assessment templates based on several suggestions discussed at the last meeting.
- b. The committee members made a motion to approve the new template for new assessment plan, annual report, three and six-year summary assessment report. (Owens/Grisak) motion carried.
- c. The committee members made a motion to approve the new Assessment Committee report form. (Penick/Owens) motion carried.

2. Plan for 3-year reports and new assessment plans

- a. David reminded that the reviews are due by the mid-April. The feedback needs to be sent to Morgan Bridge, the Department Chair and Assessment Committee Representative from the department.

3. Assessment Coach for the spring

- a. The committee discussed Assessment Coach's visit that took place on April 1, 2019.
- b. Suzanne Owens shared with the committee Dr. Mello's statement that "what the CMU Assessment Committee is doing is appropriate."
- c. The committee members who attended the session commented that the event was beneficial to the faculty.

IV. New business

1. The committee discussed how the assessment data is stored and shared within the departments, and departmental assessment committees/groups. The concerns were expressed regarding shared folders and possibility of the data being deleted or changed. One of the ideas was to have a central depository for the assessment data accessible to the faculty outside of the departmental assessment committees.
2. Lauren Cantwell informed the committee about the Author Showcase event hosted by the Library annually.

V. Adjournment

Meeting adjourned at 4:06 PM.

Submitted: April 26, 2019 by Olga Grisak (Assessment Committee Secretary).