

Assessment Committee Meeting Minutes

June 6, 2013

Attendees: Bob Backus, Joan Erickson, Monica Liddle, Vern Lindquist, John Padovani, Pam Peters, Steve Tucker

- Minutes from the April 26, 2013 and May 10, 2013 meetings were approved.
- Assessment Day feedback - A survey was sent out to all participants regarding Assessment Day. Monica will summarize results and report at meeting in September.
- Assessment Committee Bylaws
 - Co-Chair term was changed to two years. Co-chairs may serve an unlimited number of terms.
 - The Coordinator of Assessment will be a standing member of the Assessment Committee with no term expiration.
 - An ex-officio representative of the Provost's office was added as a member of the committee.
 - A voting member may designate a proxy to cast his or her vote. The proxy designation must be made in writing prior to the meeting at which the vote is taking place.
 - The bylaws were approved as amended.
 - Monica will make changes and forward the approved bylaws to the College Senate.
- Membership
 - Terms for members of the Assessment Committee were set as follows:

| 3 year term ending June 2016 | 2 year term ending June 2015 | 1 year term ending June 2014 |
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| Applied Sciences representative (Steve Tucker) | Building Technologies representative | Golf & Plant Sciences representative |
| Nursing representative | Veterinary Science representative | Liberal Arts representative (Joan Erickson) |
| Library representative | Learning Center representative (Jeff Stedman) | Business & Hospitality representative (Adrienne Clifford) |
| Student Life representative (Bob Backus) | Student Life representative (John Padovani) | CADI representative (Christina Viafore) |
| Administration/Facilities representative | Enrollment Services representative | |

- John will contact unit heads to solicit representatives from the following areas:
 - Building Technologies
 - Golf & Plant Sciences
 - Nursing
 - Veterinary Science
 - Administration & Facilities
 - Enrollment Services
- Assessment of Critical Thinking and Information Management
 - Pam reported that there is interest in attaching some of the information literacy skills into the assessment being conducted by the Writing Across the Curriculum Work Group
 - A member of the Writing Across the Curriculum group along with the members of the Critical Thinking/Information Management Task Force (Amanda Mitchell, Landa Palmer, Alissa Burger, Adrienne Clifford) will be invited to meet with the Assessment Committee in the fall to discuss more
 - The Middle States report from the Spring 2013 follow-up visit along with the survey data from Assessment Day may also provide more information that can be used.
- Plans for Fall 2013
 - Develop institution wide SLOs
 - Meetings with program areas
 - The entire committee will interview all program areas over the course of the next year.
 - Set up schedule for program area assessment interviews at September 2013 meeting.
 - In the future, may consider having “teams” from the Assessment Committee go out and interview different program areas rather than having them meet with the entire committee.
 - Begin planning January Assessment Day in October/November
 - Focus on incorporating more Support Services/Administration assessment into the day (How to set up benchmarks? How do you get data to support what you do when you have to rely on faculty for the data? How do you measure learning? Provide examples.)
 - Program Reviews
 - Program review template has been moved to Compliance Assist. Committee members can read, approve, make recommendations in the system.
 - Training on using Program Review in Compliance Assist is June 13, 9-11 AM in Centennial Hall.

- Meeting schedule – Meetings for Fall 2013 will be the 3rd Monday of each month at 4:00. Room to be determined. The first meeting for the fall will be September 16.