# Assessment Committee Meeting – Minutes

January 13, 2013 | 11:30 – 12:20 pm |Library 329

Attendees: : Jim Hatton, Craig Stillwell, Lee Ayres, Hart Wilson, Amy Belcastro, Laura Young, Dorothy Ormes, Mark Krause, and Rene Ordonez

1. The committee discussed the content and format of the yearly assessment report due from each program this year. The report will cover the content specified in Sue’s memo. It will have a standard format and will be submitted as a document in TracDat. Jim will work with Chris, when he is free, to design a form outline that all programs can use. The report will have three parts: 1) A narrative overview describing where the program is in the assessment process and changes that have been made due to ongoing assessment efforts. This part should reference TracDat for detailed information. Since the report will be due before the year is over, it will include information from last year and year-to-date information from this year. 2) A self-assessment of the program’s efforts and accomplishments in the areas of measureable outcomes, links with accreditation themes, curriculum maps, etc. Jim will bring to the committee specific questions and possible rubrics. 3) A short questionnaire asking the programs to delineate what types of help they need from the committee to improve their assessment processes. Jim will bring possible questions to the committee at its next meeting. The Assessment committee will review the reports looking for common themes and write a summary report including recommendations for future committee and possibly senate actions. Jim in his capacity as Faculty Director of Assessment will write a detailed report for Sue Walsh similar to Kay’s last year report.
2. The committee discussed administering the CLA this spring. The thought of the committee was that CLA information is useful on a department level and can be “sold” to departments in this way. The committee will devise an action plan at the next meeting on February 1. The committee did not think that a nonrandom pilot program could be implemented due to the history of the senate’s resistance.
3. The committee wants to go forward with a Critical Thinking and/or Writing test for all seniors. Jim will produce an outline recommendation to the senate at the next meeting for consideration by the committee.