# Assessment Committee Meeting – Minutes

February 1, 2013 | 11:30 – 12:20 pm |Library 329

Attendees: Jim Hatton, Craig Stillwell, Hart Wilson, Rene Ordonez, Dorothy Ormes, Lee Ayres, Mark Krause and Sue Walsh

1. The committee discussed how to convince more capstone instructors to have their students take the CLA. We can offer departments CLA data on their students which they can use as a program assessment relating to institutional outcomes – Theme 1 Foundational Outcomes – Communication and Critical Thinking. This can be used as an independent check on the program’s own assessments, a comparison with general nationwide assessments, and with SOU-wide results. In addition students will see their individual scores and get a $15 gift certificate. Jim will draft an email for Sue to edit as she sees fit and then send to department chairs. Jim will also include on moodle and in all email communication the chairs of the Institutional Assessment and Accreditation committee and the Academic Policy Committees.
2. We discussed the assessment report due from all programs April 15. Hart will turn the draft outline of an assessment report into a rubric the committee can use to review each report. Jim will work on a format/form for all programs to use to ensure some measure of uniformity. All reports will be submitted as a document in Tracdat. Jim will work with Chris on an organized way to do this.

The committee will meet next February 15 at 11:30 am in Lib 329.