# Assessment Committee Meeting – Minutes

March 15, 2013 | 11:30 – 12:20 pm |Library 329

Attendees: Jim Hatton, Rene Ordonez, Kyle Ragsdale, Sue Walsh, Kristin Nagy Catz, Craig Stillwell, Hart Wilson, Dorothy Ormes, Dale Vidmar, Hart Wilson, Lee Ayres, Mark Krause

1. We now have positive responses for the CLA this spring from capstone people in math, business, criminology, psychology, Communication and ES. They should be calling Dale soon or Dale will call them. Depending on the dates scheduled Jim will back Dale up if he is out of town.
2. Looks like we are ready to go for the Winter Assessment Retreat on March 22. At the retreat we will encourage programs to share their reports with their entire departments. We will discuss how the committee will review the reports at our next meeting. We hope to use what we learn from the process to better organize the assessment sections of the Five-year Program Review reports.
3. We had a lengthy discussion on our plans for using embedded assessments this year and next.
	1. The moodle site will be easy to organize according to Hart.
	2. We want to run a pilot this spring. We will encourage but not require submissions of all spring capstone papers this spring.
	3. We will develop a system for assessing foundational skills using the capstone papers this spring.
	4. The information item to the Senate will be rewritten to reflect our discussions and Jim will post the updated version on moodle for all to see and improve.
	5. Before we go any further however Jim needs to have a discussion with Debra Hofer of the Institutional Research Board to see what we need to do along those lines.
	6. Our Spring Assessment Retreat (May 30? 4-6 pm?) will include a brief summary of the embedded assessment process we will be using and a showcase from departments on what went well, best practices, and plans for next year’s assessments. Jim will come up with an agenda.
4. Our first meeting next term will be at 11:30am Friday April 12 – the second Friday of the spring term and then every other week hence unless we have too much to do.

The committee will meet next April 12 at 11:30 am in Lib 329.