# Assessment Committee Meeting – Minutes

September 28, 2012 | 2:30 – 4:00 pm |Library 329

Attendees: Jim Hatton, Craig Stillwell, Lee Ayres, Hart Wilson, Amy Belcastro, Laura Young, Dorothy Ormes, Mark Krause, Sue Walsh, Dale Vidmar, Rene Ordonez, Chris Stanek

1. The committee attempted to verify its official membership. We will wait until the Senate adopts the new committee structures to clarify our status. The committee was ok with Jim being a very part-time Faculty Director of Assessment and promised to be vocal if any issues come up.
2. Minutes and Agendas will be stored in an “official” depository on TracDat. **Jim** will work with **Chris** on this. Since the AC is a Senate committee, its agendas and minutes will also be stored on the Senate’s website. **Jim** will work with Jody Waters on this when the AC structure becomes official. A moodle site maintained by **Hart** will be used for working documents and discussion forums.
3. The committee will meet every other week on Friday’s at 11:30 am.
4. Goals for this Year:
	1. The committee hopes to participate fully in the “transformational process” and particularly will work to infuse learning assessments in at least two of the transformational process strands, namely “houses” and “general studies”. **Jim** will participate as Director of Assessment and **Amy**  and **Lee** hope to represent the committee on the formative groups.
	2. The Committee will work to clarify the assessment requirements of Program Reviews and then create guidelines and exemplars. The Committee will establish a mechanism that encourages annual program learning assessments and work to educate programs on the requirements and how to conduct a learning assessment cycle.
	3. The committee will work to institutionalize the CLA yearly process.  **Jim** and **Dale** will work together to administer the CLA to this year’s freshmen, Jim in his role as Director of Academic Assessment and Dale in a legacy role.
	4. Based on the Academic Master Plan and the One-Year Accreditation Report the University has committed itself to a large number of assessment tasks. The committee will examine this list with a view toward prioritization and triage.