# Assessment Committee Meeting – Minutes

February 7, 2014 | 11:00 – 12:10 pm |Library 329

Attendees: Jim Hatton, Craig Stillwell, Jamie Vener, Dorothy Ormes, Hart Wilson, , Kristin Nagy-Catz, Laura Young, Lee Ayers, Dale Vidmar

1. What is the place of assessment in the new administrative structure? Program chairs or directors or what? We don’t want assessment to get lost. Here is the message from Sue Walsh:

The academic programs will still be required to perform all the same assessment activities as before, and it is still under me and supervised by Kristin. The Directors of each division will ultimately be responsible for assessment activities but certainly could  assign a task here and there to a Program Chair. We would probably want to invite both Directors and Program Chairs to the spring retreat (once all the positions have been filled) and help them understand what the Committee needs from the divisions moving forward into the next academic year.

Jim will request that he and Kristin attend one of the early Director’s meetings to help smooth the transition of assessment responsibilities from chairs to directors. We want to encourage that all faculty participate in assessment tasks but that, who is responsible for what ,is clear.

1. Student Learning Outcomes on the new University Studies proposal. We don’t want to be left out of the assessment part of the discussion. The new General Studies Director has 20% assessment duties will he or she sit on our committee. Will we be consulted – on the proposal itself and on the assessment that the proposals mandate? Here is the message from Sue:

I would think you would want the new Director to sit on the Assessment Committee. The programs under this person will be treated the same as all other programs. The task force that worked on the proposal included Lee, Kristin and me, so I think AC was well represented, but I certainly envision that it would be consulted further. And you can always invite Karen to come and discuss the proposal as it moves through the approval process.

The University Studies Committee, the Assessment Committee and the Curriculum Committee will need to work closely together on the new proposals. We are not sure about what formal mechanism needs to be put in place. The assessment committee will be providing updated rubrics for measuring the learning outcomes of the various strands. Jim asked Lee that he be included in the distribution lists on any documents that discuss outcomes and/or assessment. We hope that the General Studies Director would attend our meetings.

1. Improving the assessment web page. Kristin demoed the site as it is now. We found obsolete information, information that duplicated other sites and other problems. Part of the problem is that the Teaching and Learning Center has disappeared. We need to decide the overall purpose of the website and the intended audience. Jim and Kristin in consultation with Hart will try to work up an outline.
2. We reviewed the senior writing project information that is going to Senate. Jim will edit the history section, insert the results of our pilot study and include the information literacy rubric. He will look to Hart for advice and guidance.
3. Jim brought a copy of the proposed questionnaire. The final form will be as a qualtrics survey. Jim will reformate the questions and build the survey again with Hart’s guidance.
4. Dale presented an updated information literacy rubric. He provided some enlightening examples of bibliographies. He will be taking it to a committee of librarians and invited Craig Stillwell to attend.
5. Jim will take an information item to the Senate announcing a roll-out of Senior Writing University-wide Assessment. Included will be our rubric and the instructions to the programs. Kristin and Hart will help Jim compose the documents.
6. Program Review guidelines have gone out. Jim and Kristin will develop a questionnaire about what data is being collected and give it to the programs in the middle of the term. We will use that information to inform our winter assessment workshop. Sue will be sure that the houses and potential houses and the honors program come to our workshops. One idea for the Winter Workshop was a presentation how Ireports is used to garner assessment data.
7. We found that the rubrics are usable based on application to the three writing samples. Kristin and Jamie will tweak the language slightly. For the most part committee members agreed on their evaluations of the papers.
8. Dorothy gave an update on the information literacy rubric. It has been referred to a committee of librarians who will try to make it applicable to other than strictly scholarly work and to move away from strictly numerical goals. After the librarians use their rubrics on the writing samples they will report to the assessment committee who will include their findings in a final report.
9. Sue asked that the Assessment Website be put on the agenda for next meeting.