# Assessment Committee Meeting – minutes

December 4, 2015 | 11:00 - 12:30 pm |Library 329

Attendees: Jim Hatton, Kristin Nagy Catz, Craig Stillwell, Lee Ayers, Jamie Vener, Dorothy Ormes, Hart Wilson, Jody Waters, Vicki Suter, John Taylor, Jeff Gayton, Heather Buchanan

1. Announcements: Hart got a bouquet of flowers in recognition of her many above and beyond the line of duty contributions to the Assessment committee’s processes and products. Vickie formally resigned from the committee. She just didn’t have time for a few laughs and that’s a pity.
2. Senior writing schedule.
	1. Check on Norming: People (Rene, Jeff, Heather, Erin) who missed the norming session are in various stages of going through the exercise – evaluate the sample papers and then listen to the audio recording of the session. This needs to be done before the actual evaluations of the writing begins.
	2. New QR on economics paper – not many people did this. There were vague memories of the new QR being ok. This part of the senior writing rubric is a pilot and we expect to be making changes.
	3. Teams: The teams are Lee and Kristin, John and Hart, Jody and Dotty, Jim and Heather, Jim and Erin, Jeff and Craig and Jamie and Rene.
	4. How to use the moodle site. The site has a qualtics survey for individual use, the rubric, and a qualtrix survey for the teams’ final evaluations. There is a link to google drive for the teams papers. As soon as Kristin’s students get the last 20 papers redacted, Jim will assign the papers to the teams and the student will upload them. This should be done by the end of finals week.
	5. Due January 23 – second meeting of UAC
	6. Issues: None
3. Oral communication survey – timing and review of questions: We would like to get a survey done by mid-February. We know we would have trouble getting the surveys back if we did a mass email. Instead the assessment committee representatives to the various divisions will visit the chairs and conduct a face-to-face survey. Jim will work on making the process easier by reformatting the form and creating a qualtrix survey. Jim will then collate and report.
4. Charge – Jim will discuss his communication with Larry. Larry has the charge and is hoping that it will encourage the senate to look at the structure of other committees.
5. Communication with Divisions – How did it go? Jim was the only one to report. Face-to-face seemed to work for STEM and OCA but he never got a hold of Scott in HC.

**Jim – STEM, OCA (arts), HC (humanities)**

**John – SS (Social Sciences)**

**Craig – UGS**

**Jamie and Erin – DEHL (education, health)**

**Rene – BCE**

**Dotty - Library**

On-going (so we don’t forget)

* Portfolios
* University Studies
* CLA
* Communicating with our students – Language from the catalog:

**Assessment**

SOU is committed to improving the quality of instruction by assessing student outcomes. The University determines the progress of the learning process by relating outcomes to clearly defined learning objectives. During their collegiate careers, students actively participate in the outcomes assessment process. Student participation contributes to curriculum design and the evolution of the learning community.