# Assessment Committee Meeting – Minutes

October 28, 2016 | 11:00 - 12:30 pm |Library 329

Attendees: Jim Hatton, Dorothy Ormes, John Taylor, Heather Buchanan

1. We will debrief our meeting with the accreditation people. – **The accreditation team seemed to have varying interest in the various meeting they attended as reported by the members present.**
2. The committee will review the revised writing rubric and vote on its adoption. **Because of the low attendance we discussed this generally and will revisit the topic at our next meeting. We did think that the first row in the written communication rubric could be broken up into two rows.**
3. We will discuss how to work with the writing tutors. Training them on our rubric? **Jim will invite Julie to the next meeting. John mentioned someone who used the rubric in class. The students used it to assess sample writing and then discussed.**
4. Dorothy will tell us of the library’s assessment plans for this year. For discussion. **Dorothy discussed the plans as posted on our moodle site. She reemphasized the need to exemplars which we want to make part of our assessment data this year.**
5. We will work on improving our oral presentation assessment. **Members should make a list of problems with the rubric and problems with the process to help organize our discussion. I might be good to review the rubric with someone in the comm department.**
6. Kristin in absentia will provide us an update on submissions of senior writing. **We have 601 submissions and Rene’s spreadsheet came up with a sample size of 57. The members present thought that was doable and so will proceed with the sampling process.**

Eventual To Do List – So we don’t forget.

1. Senior Writing Assessment
2. Closing the loop for seniorwriting
3. Academic Program Review
4. Spring Oral Presentation Assessment
5. January and Spring assessment workshops
6. Standardize rubric analysis
7. Response to accreditation report recommendations
8. Communicate with our students.
9. ETS pilot
10. One Year Accreditation Report