# Assessment Committee Meeting – Minutes

February 10, 2017 | 11:00 - 12:30 pm |Library 329

Attendees: Jim Hatton, Kristin Nagy Catz, Craig Stillwell, Dorothy Ormes, Hart Wilson, John Taylor, Heather Buchanan, Lee Ayers, Jody Waters, Rene Ordonez

1. Discuss continued progress on assessing the Senior Writing and the FUSE papers. Hoping to be done by February 13.  **Reminded**
2. Reminder to keep “meta”-notes on the Senior Writing evaluation experience. For instance, this question surfaced, “How to deal with creative writing papers?” Discussion of these notes will be an agenda item. **Reminded**
3. Reminder: The Winter Assessment Retreat has been scheduled for Friday March 10th from noon-3pm in the Meese room of the library. The retreat will begin with lunch. Then, we will discuss accreditation, annual assessment report deadlines/documents, and closing the loop. **Reminded**
4. Discuss this year’s academic program review – closing the loop. We are thinking of emphasizing to the exclusion of the other aspects of academic program review using student outcome data to make changes that improve student learning. We will look at the rubric we used two years ago to inform the discussion. Kristin and Hart will present the outline and discuss goals. **We went over a form developed by Hart and Kristin which emphasized the later stages of the loop. We will be looking for a short narrative with TracDat documentation.**
5. Discuss how to improve the oral presentation assessment.
	1. Scheduling presentations. Kristin will report on the response to her request. We will discuss how to do the assessments. {We want to see capstone presentations in the winter. Kristin will email the chairs asking if they have any capstone presentations or the like in the winter term. For the spring assessments we will gather all the times and dates and meet and assign teams based on their schedules. We will have to take a survey early spring term to get the info. This will require each committee member getting the info from departments as we did last year. We will talk to the SOAR faculty members to be sure the times for their students’ presentations are accurate.} Twenty programs responded. So we will do some winter oral presentation assessments. Kristin will gather time and date info and then we will choose, at the next meeting, presentations to assess. Note we will not be using our fixed teams to attend the sessions. Everyone should bring their calendars next time. We will send the rubric to the programs. **Kristin will make a google invite or some such for people to sign up for. Everyone should aim for seeing 5 presentations. We will have a norming session next meeting.**
	2. Improvements to the rubric. John will present his proposal for improving the visual artifact quality section of the rubric. Jim will bring a summary of our comments from last year to the next meeting to be sure we haven’t missed something. Kristin and Hart will bring the improved rubric. **We spent some time tweaking the rubric.**

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

1. Jim’s Suggestions for new rubric categories:
	1. Clueless
	2. Aware of it
	3. Working on it
	4. With it
	5. On top of it.
2. Closing the loop for senior writing
3. Academic Program Review
4. Spring Oral Presentation Assessment
5. March 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