# Assessment Committee Meeting – Minutes

February 24, 2017 | 11:00 - 12:30 pm |Library 329

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

1. Oral presentation norming. The committee members will have viewed and rated a video before the meeting. Kristin will run this exercise. **We discussed our ratings thoroughly. There was consensus for the most part.**
2. Discuss winter oral presentation assessment.
   1. Scheduling presentations. We will look at the google thing Kristin created and set some dates for assessing winter presentations. **We committed to the times. Teams will inform the faculty of their impending visits. Teams should do about 5 assessments.**
   2. Improvements to the rubric. Are any more needed? **We are ok and Hart has built the forms etc on our moodle site.**
3. Brief check in. Has everyone completed assessing the Senior Writing and the FUSE papers? **Nearly everyone is completely done.**
4. Discussion of what we saw as we did the senior writing assessments. What do we want to say in the report? Come with your notes.
   1. **Our page counts will include references but not appendices or annotated bibliographies**
   2. **Though the business plans have a well-organized structure their various sections can still be critiqued for focus, critical thinking, etc.**
   3. **FUSE papers seems a little lacking in the CT skills. The data will tell.**
   4. **Jim will inform Dale that the writing samples are ready.**
   5. **A table is a visual aid.**
   6. **Some people were classifying business plans as other, some as projects.**
5. 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.
6. 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 have a form developed by Hart and Kristin which emphasizes the later stages of the loop. We will be looking for a short narrative with TracDat documentation. **Jim and Kristin and Hart will send a copy of the last form out to the committee next week.**

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