# Assessment Committee Meeting – Minutes

December 1, 2017 | 11:00 - 12:30 pm |Library 329

Attendees: Jim Hatton, Kristin Nagy Catz, Craig Stillwell, Lee Ayers, Dorothy Ormes, ~~Hart Wilson~~, Jody Waters, Dylann Loverro, Christina Richardson, Shanell Sanchez, ~~Erin Wilder~~, Michael Stanfill, ~~Rene Ordonez~~.

1. Perform institutional senior writing assessment – Quick review.
2. Timing

Dec 4 – Papers will be available for members to evaluate. **At this point all FUSE papers have been upload to google drive (link on moodle) for each team. The senior writing papers will be uploaded as soon as they are ready. If anyone is uncomfortable reading a paper, contact Jim and he will take care of it.**

**We will meet the first Friday of the winter term to see where we are. There is no expectation that the teams will be done with their evaluations by that time.**

1. Norming – Members will read and rate two papers individually. Facilitated by Kristin. **We got to only one paper for norming but feel confident that we collectively understand the issues. A few small changes were made to the rubric which Jim will implement. Kristin will arrange to norm the people missing the session.**
2. moodle and qualtrics – Is set up. **The committee noted that moodle will be down for some of the winter break. Jim will be sure to send the members links to the papers and copies of the rubric, etc.**
3. Watch for exemplars.