

## Assessment Committee Meeting Minutes

Date: November 13, 2012

Location: EIT 104

Present: Dave Douglas, David Ellefsen, Jonathan Foster, Cathy Fulkerson, Laura Pike, Linda Uhlenkott

Start: 11:00 am

### Actions and Discussions:

-Discussion of Proposed changes to Policy and Procedures

Decided that more discussion of adjunct assessment procedure is needed. Committee voted on and approved changes to wording of Procedures 1.0 "Instructor Responsibility", addition of "Department Chair Responsibility" as Procedure 2.0. and listing of "Assessment Committee Responsibility" as Procedure 3.0. The revision of the Procedures will be presented to Faculty Senate as an Action Item on December 7. The revised procedures read (all revisions in italics):

#### **Procedures**

##### **1.0 Instructor Responsibility**

Instructors *under annual contract* will assess one course each semester using the Course Assessment Report Form. At a minimum, courses will be assessed on a five-year rotation; departments will be responsible for determining the rotation.

##### **2.0 Department Chair Responsibility**

*Department chairs will acknowledge by signature the completion of Course Assessment Report Forms by each department's faculty.*

##### **3.0 Assessment Committee Responsibility**

No changes

-Discussion of submission process of course assessment forms

Clarified that course assessment forms can be uploaded individually in January and end of spring or both at end of spring. Instruction sheet will be revised to indicate this. Cathy will bring revised instruction sheet to committee once procedure revisions have been approved. At that point instructions will be revised.

-Discussion of previous assessment submission forms

Cathy provided information on who has submitted assessments and what they have assessed. Mentioned that it might help if a list is posted of who has submitted assessments and who has not.

-Discussion of Assessment Committee website.

Recommendation made that someone needs to be in charge of updating the committee's webpage. Laura volunteered to take on this responsibility.

-Discussion of committee's review of last year's course assessment forms

Committee members raised several issues concerning previous year's forms: forms lacked standardization (some reported statistics to back up assessments, some did not). Many did not report changes to be implemented based on assessment results. Suggestion was made that the committee put together an in service presentation on assessment and recent changes to assessment. The idea was proposed of offering an open forum type meeting in which committee members would outline procedures and expectations and then answer questions. Also idea proposed of having an outside speaker come in during the spring semester to discuss assessment and its importance. Decided to pursue these ideas and will discuss them further at next committee meeting.

Meeting adjourned at 12:00 pm