

Assessment Committee Meeting Minutes

Date: February 6, 2013

Location: EIT 201

Present: Susanne Bentley, Dave Douglas, David Ellefsen, Jonathan Foster, Cathy Fulkerson, Rick Mackey

Start: 1:00 pm

Actions and Discussions:

- Susanne Bentley introduced as new Assessment Committee member
- Report on Fall activities
 - Jonathan Foster presented overview of status of policy and procedure changes. Reported that changes passed faculty senate in December.
- Discussion of committee goals for Spring 2013
 - set primary goal of producing annual assessment report.
 - Susanne Bentley agreed to research other institutions' reports regarding structure and content.
 - discussed process and content of report. Need to determine deadline for report completion. Should address quality and variation in course assessment forms. Suggested that perhaps the committee could develop a best practices type guideline regarding assessment forms and include in report.
 - set second goal of addressing adjunct assessment process.
 - committee to consider how this process can be structured. Suggestion made to discuss this with members of the adjunct committee. Supervision of the process is also an issue that needs to be taken into account. Committee decided to explore this further over course of the semester.
- Discussion of assessment form instruction changes
 - Cathy Fulkerson presented changes to instruction form based on fall 2012 discussions and activities. Committee approved changes.

-Discussion of other business

-Dave Douglas suggested setting a Friday meeting time for future committee meetings. This would allow all members to attend. Jonathan Foster agreed to send out "Doodle" scheduling request that included Friday as possible meeting time. Idea of allowing participation via conference call or IAV also raised.

-issue raised that several courses taught by different faculty members have differing learner outcomes. Question posed of whether or not learner outcomes for like courses taught by different faculty should be standard. Also issue raised of whether or not it is the committee's responsibility to address this. No agreement reached on these issues. Will discuss more in future.

-Meeting adjourned at 2:00 pm