Katie Buvoltz, Kristin Camenga, Daryl Stevenson, Amanda Wilgus

1. Report on the progress of the IDEA online course evaluation program being instituted.
   a. Reviewed some of the issues around team taught courses and how we should not overburden students doing multiple evaluations per course.
   b. In less than 2 weeks, Mark Alessi and Glen Avery have created a macro program for use by the department coordinators each semester to create the files necessary for use with the IDEA Center’s program.

2. Reviewed the previously distributed Policy Statement on Assessment of Student Achievement. Discussion led to agreeing that, for context, the six levels of assessment that we are promoting across the college should be included, either as an appendix, or better yet, to include in section B on page 2, in a bulleted section. Daryl agreed to work this up and do further editing of the document.

For future discussion:

1. Departmental outcomes and methods of assessment, as they are submitted. Currently the Art, Math, Philosophy, and the Foreign Language folks are actively working on drafts, with others likely doing so. The goal is to have all departments have outcomes approved during this academic year, hopefully by last fall 09 or early second semester.
2. With the new online course evaluation program, paragraph 4.6.1.1.2 in the Faculty Handbook needs to be revised. We will give that consideration soon and draft a new, reworded policy to send to Connie’s committee as they revise section 4 [as per Ron Mahurin after our meeting].
3. When the new academic structure is approved, we need to adapt the recent Departmental Self Study document to it—perhaps early spring 2010.
4. Revisit the draft of essential, college-wide outcomes and assessments and, after further revision, move these forward for consideration by the APC and the faculty.

Next scheduled meeting: 4:15-5:15 PM, November 16, 2009 in ChC407. Please place it on your personal calendars.

Respectfully,

Daryl Stevenson, Chair