Assessment Committee
Minutes of Meeting
February 17, 2010
9:00-10:00 AM, ChC 407

Present: Katie Buvoltz, Kristin Camenga, Daryl Stevenson, Amanda Wilgus

1. Report on activities:
   a. Since November 30, I have met with the Art, English/Writing, World Languages, Music, and Integrative Studies Depts to assist in developing outcomes and assessments.
   b. I have received final versions of outcomes and rubrics from World Languages, math, and art (copies distributed at the meeting), and intermediate drafts from I.S., Bible, and Eng/Wtg.
   c. I received a spring 09 program assessment report from psychology, with 2 more expected soon. Spring 09 reports are in hand from Intercultural Studies, Pol Sci/Inter Rel, Math, Physics, Phys. Ed.
   d. I went to a day-long IDEA users’ workshop in Washington, January 20.

2. Fine-tuning IDEA: enhancements for spring 2010 are merged sections of cross-listed courses, multiple Survey Groups for creating departmental questions and reports, and collected applied sections of music (e.g., all voice—or piano, or trumpet or percussion---students of one instructor are now collected and treated as if they were all in one class). Also, all ensembles are collapsed into one “class” regardless of credit or no-credit status.

3. Periodic Review Report status: 4 of 6 chapters are written and reviewed by the PRR committee and the Pres Staff. Our goal is to have it available campus wide by around April 1, with send-off to MSCHE in early May.

4. Discussion of Policy Statement on Assessment of Student Academic Achievement. With a few tweaks, the committee approved it and it will be forwarded to APC for further action.

5. Discussion of Departmental Self Study Guidelines document from last fall. Focus was on the general approach and how this document should be integrated into the new associate dean structure. The consensus is that the unit for evaluation should be the major/program, which is the same as the present system. Minors associated with a major should be included in that report. Thus history and political science, for example, would be completed in different years, as would psychology and sociology, and other multiple major departmental units. However, a department could opt to do all programs the same year.

The divisional associate dean’s role would be to ensure that each review within the division should not be completed in a silo or vacuum, but that synergies might
be identified in terms of strengths, challenges, and resources. In addition, the associate dean should work with department chairs to ensure timely initiation and completion of the self study report, ensure regular annual learning outcomes assessment reports that become part of the cumulative data for the 10 year self study, work with the Academic Dean’s Office and department chairs to select external reviewers and the timing of the visit, and provide general encouragement and support for the broader purposes of the process.

Next meeting is **March 3, at 9:00 AM, room 407** to review the updated Program Self Study document and other business. Other meetings for the rest of the semester are on March 24, April 14, and April 28. We may not meet on the 28th.

Respectfully,

Daryl Stevenson