

ASSESSMENT COMMITTEE MEETING
November 27, 2017, 3:00 p.m., PCR
MINUTES (Unapproved)

Committee Members:

- √ Amy Barnett, Associate Professor of Psychology, Assessment Committee Chair
- √ Cathy Baker, Director of Counseling & Assessment of College of Associate and Applied Programs
Cindy Dougherty, Dean of Students & Director of Student Activities
- √ Jan Kliewer, Director of Assessment
- √ Kelley Logan, Chair & Professor of Language & Literature
- √ David Martyn, Associate Professor, Chemistry & Physics
- √ Tom McNamara, Chair & Associate Professor of Mathematics
- √ Anne Pate, Assistant Professor of Nursing & Allied Health Sciences
- √ Sarah Ramsey, Assessment Coordinator of Pharmacy
- √ Karen Sweeney, Assistant Professor of Business & Computer Science
- √ Sheana Thompson, Instructor of College of Associate and Applied Programs
- √ Veronica McGowan, Teaching & Learning Coordinator of Center for Excellence in Teaching & Learning, Assessment Committee Ex-Officio
Associate Provost, Assessment Committee Ex-Officio, tba
- √ Wendy Yoder, Coordinator of Academic Advising & Retention Management Counseling, Assessment Committee Ex-Officio
Student: Austin Loomis
Student: Caylie Patton

- A. Amy Barnett opened the meeting at about 3:07 p.m. After Minutes were reviewed, Kelley Logan made a motion to approve them, Karen Sweeney seconded the motion, and the motion passed.
- B. The annual Continuous Improvement Report Process (CIRP) was introduced:
1. Diagram
 2. Measures
 3. Reporting Template
 4. CIRP Timeline
 - September – November: deadline to update reports of measures
 - October – November: Assessment Committee Meeting to proceed with CIRP
 - December: Build sub-committees
 - December – February: Peer review of a measure by a sub-committee
 - March: Assessment Committee Meeting to review final CIRP reports

5. Each committee member volunteered to chair a sub-committee to review one of the listed University assessment measures. Each sub-committee chair will build membership of about six participants according to designated stakeholders (see CIRP diagram), which will be three-year commitments.

- Gen. Ed. Courses: Tom McNamara
- Degree Programs: Kelley Logan
- Alumni Survey: Sarah Ramsey
- ETS Proficiency Profile: David Martyn
- Graduate Exit Surveys: Anne Pate
- Institutional Effectiveness Survey: Jan Kliewer and Wendy Yoder
- NSSE/FSSE: Veronica McGowan
- Institutional Research Student Outcomes Tables: Karen Sweeney and Cindy Dougherty
- Co-Curricular Assessment: Amy Barnett
- Student Satisfaction Inventory: Cathy Baker and Sheana Thompson

C. The next meeting is scheduled for March 27, 2018 at 3:00 p.m.

D. The meeting adjourned at about 4:12 p.m.