

Assessment Committee

March 2, 2011

Meeting Location & Time: Dean of Students Conference Room (2:00pm – 3:00pm)

Members Present: Dr. John Grotgen, Dr. Kimberly Tanner, Brenda Beasley, Holly Wright, Brian Roberts, and Sarah VanKuiken, Ann Stone, Josh Robertson, Ann Lacey, Mark Williams (new member), Richard Lee

Members Absent: Shawn Phippen, Crystal Goode, Rhett Moore

Meeting Minutes: Meeting Minutes from 11-10-11 were unanimously approved

Meeting Minutes

1. Update re: Goal 2
Brenda will meet soon with Dr. Biddix to discuss the survey. He has not yet had an opportunity to present the information to his class. A question was asked for clarification regarding the goal of this pilot. Feedback was provided that the pilot is being done to determine a possible process by which future collaboration with the Higher Education course can be done on a regular basis.
2. Update re: Sub-committees
Crystal created 2 sub-committees groups where no person is reviewing the assessment plan of their own department. Each sub-committee will work with Orientation/Leadership and Volunteer Services in regard to their unique circumstances since they were not previously involved with all facets of this assessment process (ex. archives).
3. Discussion re: Student Affairs Assessment Plan Rubric Draft
A discussion was held on ways to adapt the rubric draft so that it reflects the instructions provided to departments on how to report their assessment plans. The following changes will be made by Sarah and distributed by John.
 1. Use the 7 categories (Tracking, Needs, etc.) to assess Current and Proposed assessment
 2. Assess using Satisfactory, Needs Improvement and Not Applicable
 3. Provide room for feedback
4. Discussion re: Next Steps
Once the amended rubric is distributed, sub-committee chairs (Assessment Comm. Co-Chairs) will send the assigned departmental assessment plans for review and plan meetings for sometime in March or April (after sub-committee members have a chance to perform individual review). Then the entire committee will reconvene in May.
5. Next meeting scheduled for May 4th from 2:00pm – 4:00pm in the Dean's Conference Room.

Meeting adjourned at 2:57pm.

Respectfully submitted for review by Kimberly Tanner