

Academic Assessment Committee Meeting

March 7, 2014

Campus Center 212-214

Present: Rashid Aidun, Paul Bowdre, Jondavid DeLong, Ken Erickson, William Jones, Tatsuhito Koya, Mike Newtown, Wil Rivers, Rachel Santos, Sarah Todd, Jennifer Waite

The meeting was convened at 9:00 a.m.

Possible changes to the Academic Assessment Committee's name, motto, and the charge of committee were discussed. It was agreed that the committee will be committed to the following rules:

- Follow "Robert's Rules of Order"
- Attendance
- The expectation that committee members come to meetings prepared based on agenda items
- Committee members to serve as "ambassadors" and inform colleagues of discussions and decisions
- Once consensus are made, that is the path we take
- Adopt a plan to assess the committee itself at the end of each academic year to ensure we are meeting our committee charge, goals, and objectives

Assessment would be a more meaningful process if it was done on a continuous cycle rather than annually when everything is due at the end of May. For this year, we will keep to the May cycle and faculty will submit their scorecard, annual report, etc. as normal by the last day of obligation (Friday, May 16, 2014). However it was decided that in the future, a new assessment timeline will be put in place. The timeline will be as follows:

- March 1st – Faculty report program review data recommendations and conclusions and new goals and objectives that are linked with the budget for the following year* to the Deans
- October 1st – Faculty report conclusions on data collections from previous year to Deans

Faculty will now be asked to report their top three recommendations and conclusions supported by data rather than trying to map everything; this will ensure that the focus is on what is important in the program.

Curriculum maps would be helpful to assist faculty to decide what data elements should be collected. Deans can add assessment discussions to their school meeting agendas regularly to keep faculty up to date and training sessions could be offered on assessment as well.

Before a decision is made to purchase Taskstream, we need to decide what we want it to do for us. The Provost said that it needs to have e-portfolio and assessment components for a seamless integration.

Next meeting: **Friday, March 21st at 10:00 a.m. in FOB 620.** Please send any agenda items to Renee.

The meeting was adjourned at 10:32 a.m.

Respectfully submitted,

Renee Campbell, Recorder