

## **Meeting Minutes: Assessment Committee April 17, 2013**

**Present:** Angela Palmer, Nick Campou, Lisa Ortiz, Leroy Wright, Deanna Goldthwait, Cindy Horn, Angela Roman, and Kathy Lake (on behalf of Kristen Salomonson)

**Absent:** George Nagel

Leroy opened the meeting with asking how the Assessment Partnerships are going. Angela Roman communicated that her partners really don't seem to need the assistance because their assessment deals with a lot of data collections throughout the year and they seem to be doing well with it. Nick shared that he doesn't feel that his partnership is going well because he doesn't feel that he has been very helpful to his partners. He thought that it could be because of a lack of knowledge about the recruitment policies/procedures for veterans and athletes. Leroy shared that Renee VanderMyde is moving forward with the assessment of the Health Center due to helpful software purchased. This software allows them to process helpful reports that can be used in the assessment planning.

The mid-year review meeting was not scheduled this year and this opportunity has come and gone. Leroy and Kristen has suggested that the committee get together sometime in May for an Assessment Connections Day where the Directors and the committee members can meet to discuss the current development of their assessments. This day will allow the committee to provide feedback to those preparing the assessment reports. It will be made clear to everyone that they will not need to have their reports complete at this time and that the meeting is an opportunity to work on the report or ask questions regarding information that they have collected or need to collect, etc. It was decided that this day will **be May 22<sup>nd</sup>, from 1-5 pm** with snacks being provided.

Leroy will prepare a check sheet to be given to the assessment reporters. Some of the suggestions/questions/key points that might be included on this check sheet are as follows:

- This is an opportunity to ask any assessment questions.
- This meeting can serve as a working meeting so we encourage you to bring any data that you have compiled thus far and the committee will assist you in getting that information into the report format.

- How is the assessment process going for you?
- What have been your strengths and challenges of the assessments?
- Review some of the questions from the report.

Leroy will also bring this up to the Administrative Council.

The Assessment Highlights Review Day will be scheduled for **August 16, 2013**.

Leroy asked that the committee share assessment related topics, tidbits, articles, etc. to the Administrative Council as a standing agenda item. Cindy Horn will share her assessment feedback in the April 30, 2013 meeting with the Admin Council. Nick volunteered to provide the next meeting's feedback and then Deanna for the next.

Lisa Ortiz suggested that the committee have a quarterly professional development curriculum. This meeting would allow for the committee members to develop timelines, procedures, etc.

Kristen wanted to make sure to let everyone know that if anyone needs help with analyzing data, charts/graphs, etc., she is available for assistance as well as Institutional Research.

Deanna made a suggestion regarding the Assessment Highlights Day. She communicated that last year the order of the report did not match the order of the speakers and it was difficult to try to find the page that they were presenting. A suggestion was made to make the report consistent with the order of the speaker on that day.

It was asked if there would ever be a time where a department would not have assessment items to report. It was communicated that there may be times that assessment will not include Student Learning Outcomes. However, a department may be able to assess procedures, processes, facility issues, etc. which can all be the focus of assessment as well.

There was a suggestion made that we visit other neighboring universities or have them visit us to see how they do assessment. It was suggested that we invite GVSU and/or CMU to campus to discuss assessment. Leroy is going to bring this up to Don to see if this is an option.