

Ad Hoc Assessment Committee  
Meeting Notes  
January 17, 2008

Present: Diane Armpriest, Rula Awwad Rafferty, Jane Baillargeon, Dick Battaglia, Jeanne Christiansen, Gail Eckwright, John Foltz, Grace Goc Karp, Marla Kraut, Mark Nielsen, Bruce Pitman, Diane Prorak, Dana Stover, Mike Whiteman, Barbara Zuck

- Perceptions and recommendations were requested for the January 8 assessment conference. Discussion included:
  - Positive buzz, pride and ownership on part of presenters, participatory
  - Some new people were involved
  - Graduate program session was helpful
  - Questions were asked in session, and other attendees provided responses
  - Some sessions could be longer
  - Repeat sessions so attendees can participate in more sessions
  - Provide more specific information on sessions(e.g., level of skill, type [e.g., theoretical, application])
  - Provide session that prepare participants for next steps in process
  - Continue to share what others are doing with program assessment
  - Consider a large group session at conclusion to talk about what was learned and what else is needed
  - Gather and display success stories on web
  - Provide examples on web – by type (e.g., data gathering, student interview processes, data analysis, program change and results)
  - Consider poster sessions at conference
  
- Jeanne reviewed the intent of the brown bag sessions. The January 24 session will provide an overview of spring 2008 activities, next steps, and so forth. Notes will be taken at each session and posted as a reference.
  
- Jane discussed the rubric designed to help with informal and formative assessment for assessment templates. The second brown bag session will be used to use and refine the rubric. Jeanne will email rubric to chairs for their use and reference.
  
- Jeanne shared her observation about the discussions on research, assessment, and evaluation, and on measuring student performance to assess program quality. After some discussion, the group recommended that these topics be the focus of the third brown bag session (thresholds for data).
  
- The agenda item for the next ad hoc assessment committee meeting is common rubrics and surveys.

- The group encouraged continued communications including deadlines for assessment work this spring and summer. The Office of Assessment web page has been refined, and more work will be completed on the site.

**Spring 2008 meeting dates: February 14, 1:30-2:30; March 13, 1:30-2:30 pm; April 10, 1:30-2:30**  
(location TBD).