

**Ad Hoc Assessment Committee
Meeting Notes
March 6, 2008**

Present: Diane Armpriest, Jane Baillargeon, Suzi Billington, Alton Campbell, Jeanne Christiansen, Gail Eckwright, Lisa Jennings, Mark Nielsen, Bruce Pitman, Debbie Storrs, Mike Whiteman

Lisa provided an overview of the enhancements made to the assessment template. The system is designed for input by column, and a timeline has been developed that corresponds with each column. The enhancement contains features such as hover buttons and will have links to additional information and examples of assessment processes that have been designed and completed. A system of email prompts will be build into the system. Committee members provided a few suggestions for improvement.

Jeanne asked for suggestions of individuals who might be invited to field test the enhanced assessment template. Several suggestions were provided.

Jane shared the timeline. One suggestion was made. The timeline is posted on the Office of Assessment web page.

Barbara provided an overview of additions to the Office of Assessment web site. The timeline, examples of assessment work completed by UI departments, and other resources were noted.

Additional suggestions included:

- Develop a template for required summary data to provide departments with an approach to collating data to support actions developed for implementation as a result of the assessment process.
- Suggest the addition of questions on advising to focus group processes this spring.
- Send information on the information presented today to the ad hoc assessment committee list, the associate dean list, and the department chair list.

The next meeting is scheduled for Thursday, April 10, 2008, 1:30-2:30 pm.