

Ad Hoc Assessment Committee
Meeting Notes
April 17, 2008

Present: Diane Armpriest, Rula Awwad Rafferty, Suzi Billington, Alton Campbell, Jeanne Christiansen, Marla Kraut, Lisa Jennings, Mark Nielsen, Diane Prorak, Dana Stover, Barbara Zuck

Lisa provided an overview of the enhanced web posting process for assessment plans and results. The following discussion and recommendations occurred:

- Consider adding the assessment plan to the employee web tools
- Establish permissions for editing the assessment plans
- Change the overall assessment question to: Based on changes (actions) developed and recommended in the current and previous years, what has been the effectiveness of the plan in improving student learning?
- Make the two overall assessment boxes optional for the 2007-2008 review period
- Change the expectation for plans to be completed from June 1 to early fall semester to more closely match faculty work times

Jeanne discussed the automated email process and asked for input on the distribution list. The consensus of the group was that the list should include ad hoc committee members, associate deans, department chairs, chair administrative assistants, and academic and student affairs unit directors. Other will be added on request (Mark Hoversten and Margrit von Braun should be added per representatives at the meeting).

Jeanne asked about support to help with the work this spring and summer. The group suggested including in the next email the option of open labs and technical assistance, if needed and on request.

The ad hoc committee will not meet again this semester. Jeanne will call a meeting in the fall to review the purpose of the group and determine its future.