

ASSESSMENT MEETING
MINUTES
December 8, 2005

Members Present:

Sara Harris
Robbie McGurran
Ken Smith

Cheyne Bamford
Nancy McNamara

Tom DeMoulin
Connie Strain

AGENDA:

Update by division reps on feedback to departments.

Sara distributed tracking sheets for review by committee members. Sara noted she has heard from most areas that have not yet submitted a report; therefore, it is not necessary to send a reminder email at this time. Monitoring will continue in January.

Action: Continue review of program/discipline reports.

Spring Semester Faculty Days

The committee discussed ideas for All College Week in January. Connie suggested we do a workshop presenting how to assess using two different ways. Another suggestion was to continue the “drop-in” policy for those areas still trying to complete or rewrite the report. Discussion ensued. The committee decided to schedule a day for “drop-in” help in completing assessment reports.

Action: Sara will contact Deb Wilke (acting VPI) to ask Assessment be included in the All College Schedule

Other

Ken Smith suggested the idea of including the name(s) of the author of the assessment reports on the document. The committee discussed pros and cons and determined it might be nice to recognize the hard work of the faculty.

Action: Sara will note as agenda item for Spring

Meeting adjourned 1:40 p.m.