Assessment Committee Meeting
Minutes
February 7, 2013

Members present: Cassie Majetic, Jessica Ickes, Daniel Flowers, Dan Applegate, Catherine Pellegrino, Rhonda Tomenko, Stephanie Steward-Bridges, Ella Harmeyer, Laurie Lowry

Not present: Erika Buhring

Introduction:
Dan Applegate (IR and Education) was introduced and welcomed to the Committee/Saint Mary's community.

Assessment Grant Report:
This week's Assessment Grant Report from Edith Miguda was postponed to our next meeting.

Assessment Technology Recommendation Group:
The college will be investing in some form of assessment technology in the next fiscal year (pending approval of the budget by the Board of Trustees in February). To vet possible assessment systems, Jessica is working on developing a committee that will examine technology options, invite 3 finalists to campus for presentations later this spring, and make a recommendation. The committee will consist of: members of IR, 2 representatives from the Sophia Program Oversight Committee (SPOC), 2 representatives from the Assessment Committee, 2 students, a representative from TLTR, representatives from the Division of Mission and/or Student Affairs, representatives from IT, and additional faculty involved in assessment technology. Jessica provided some additional information on timelines for the committee and asked for volunteers to serve as Assessment Committee representatives. Stephanie Steward-Bridges agreed to serve as the Student Affairs representative. Ella Harmeyer volunteered to represent Assessment, and Rhonda Tomenko agreed to consider being our second representative.

SPOC Response to Assessment Committee Inquiry:
Jessica informed the committee that the Sophia Program Assessment plan has been made available to the college community, and that the SPOC is in the process of beginning the roll-out of this plan. In the fall, SPOC had shared the plan with the Assessment Committee. Our review raised some questions about the role of the Assessment Committee, particularly in regard to potential assessment "policing" duties, which were passed on to SPOC. Jessica attended a recent SPOC meeting and reported their responses to us (see meeting handout). The answers were reviewed, and found to be within the scope of this committee – a focus on providing resources and disseminating information to the campus community. Therefore, we approved of the response from SPOC, but recognized the need for an additional charge to be added to the description of this committee in the Governance Manual. Jessica suggested:

(f) disseminates assessment data from college assessments, particularly the Sophia Program assessments, to appropriate campus constituents.

The language was approved, with the revision to "college-wide assessments" in the first line. Additional discussion about connections between committees involved in general education efforts was conducted.

Programming for Spring:
Following the success of our workshop with Tom Angelo, it was suggested that we engage in some kind of community programming for the spring. Given that departments have been working on developing tools for outcome assessment for the past year and a half, Jessica suggested a lunch panel featuring representatives from several departments. These representatives would be asked to provide examples of tools and share some of their results as a resource to the wider community. The committee approved of this plan, and suggested a late March/early April date for the panel. Jessica asked that committee members bring suggestions for participants to the next committee meeting.

Respectfully Submitted,
Cassie Majetic