

**Assessment Committee Meeting
Minutes
September 10, 2012**

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

Not present: N/A

The meeting opened with introductions by all committee members.

Jessica passed out copies of the committee's charges from the current Governance Manual. This version of the committee charges represents revisions to the "Membership" and "Responsibility" undertaken by the committee last year, in an attempt to accurately reflect current activities and representation.

Jessica announced that she has scheduled several Assessment Grant reports for upcoming meetings this fall, starting at our next meeting. She also announced plans to invite representatives of the Sophia Program Oversight Committee (SPOC) to attend one or more of our fall meetings to discuss assessment plans for the Sophia Program. SPOC has begun to consider development of these plans, and Jessica suggested that this meeting may help the committees to identify areas of collaboration.

In October, the Assessment Committee will host an on-campus visit by Dr. Tom Angelo to explore several elements of assessment. Jessica has been in contact with Dr. Angelo, who has expressed excitement about his visit to campus, and shared with us initial plans for his time on campus:

- 3-hour morning session on formative classroom assessment (9am-12pm), Early Conference Room
- Lunch with members of the Assessment Committee and SPOC in a Conference Room at the Student Center
- 3-hour afternoon session on designing and carrying out assessments on integration (custom-made session for Saint Mary's, 1-4pm), Early Conference Room
- Wine and Cheese reception, co-sponsored by CFAI (4-5:30pm)
- Dinner with members of the Assessment Committee

Jessica asked for feedback (i.e., are there other elements that should be considered in planning). The committee generally felt that all major arrangements were well in place. However, given teaching schedules and a 3-hour workshop time, the committee discussed the possibility of a "drop-in" protocol for the morning and afternoon sessions; given the type of work planned, Jessica thought that such a protocol might be problematic. More information may be needed from Dr. Angelo to determine feasibility of this. Committee members also expressed concern about attendance, given teaching schedules, and suggested that an RSVP framework be put into place to assure a good audience for our guest speaker. Jessica mentioned that Laura Haigwood suggested opening up extra seats

in each session to IUSB and Notre Dame Faculty as they often open professional development opportunities to our community. The committee agreed that this was reasonable, as long as the Saint Mary's community was given priority for attendance; the committee also felt that this was an additional rationale for requiring firm RSVPs from any interested attendees. It was suggested that information be sent out to the Saint Mary's community as soon as possible to generate responses. Jessica will put together an email with session information and a biography of Dr. Angelo to email out soon.

The committee also revisited the task of reviewing the Assessment Committee website to provide feedback and content review for each section. Jessica reported that she and Daniel would particularly like feedback on the "Grants", "Resources", and "Tools" sections of the website. Cassie and Stephanie agreed to review "Grants", Ella agreed to review "Resources", and Laurie and Catherine agreed to review "Tools." Rhonda agreed to provide some general feedback as she familiarizes herself with the site. With grant reports scheduled for the next meeting, members are asked to develop feedback for our meeting before fall break (October 8th).

Respectfully Submitted,
Cassie Majetic