

**Assessment Committee Meeting
Minutes
March 21, 2013**

Members present: Jessica Ickes, Cassie Majetic, Catherine Pellegrino, Daniel Flowers, Rhonda Tomenko, Erika Buhring, Ella Harmeyer, and Dan Applegate

Not present: Laurie Lowry and Stephanie Steward-Bridges

Assessment Showcase/Panel Lunch:

Jessica updated the committee on status of the planned assessment showcase/panel lunch. Emails were sent seeking volunteers to participate in the panel and at this point, only one volunteer has responded. A question was raised about whether it would be best to schedule the panel for fall due to difficulty in scheduling an event for this semester at this point time due to other campus activities already in place. The committee agreed that the showcase/panel should be scheduled for fall 2013 (perhaps September) and in the meantime direct invites could be made to potential parties about showcasing their work. Jessica will make contact with the colleague who already agreed to participate.

Cassie suggested we brainstorm as a group to come up with faculty to directly invite to hopefully cover a variety of assessment areas including course, programmatic and assessment in programs that have external accreditation requirements. Cassie indicated that Biology might be a good candidate for programmatic. She will speak with Nancy Nekvasil about the possibility of sharing their department's work at the showcase. Intercultural studies was suggested as a program that might be informative related to an assessment process that is relatively new including challenges that come up with projects at this stage of the process. Nursing was also discussed as a department that could represent those programs who face outside accreditation requirements. Jessica suggested we might also consider inviting someone from Sophia Oversight to talk about College-wide assessment efforts.

The committee discussed the format of the showcase and agreed presentations would likely last about 7-10 minutes each with time for questions in a panel format. Areas that might be addressed including an overview of the assessment work, things that were found to be helpful and challenges encountered. Jessica will draft a list of these proposed questions for the showcase and bring them to the committee.

Faculty Assembly Proposal: Reference Assessment Committee

The committee discussed the recent proposal brought to Faculty Assembly to reduce committee load. The assessment committee was noted as an example of a committee to be eliminated. Members of the committee voiced opposition to eliminating the assessment committee and noted the concern has been shared with members of faculty assembly.

Feedback on Draft of Assessment Process for Sophia

Jessica updated the committee on the draft of the assessment process document she put together clarifying the role Assessment Committee and the Office of Institutional Research & Assessment when it comes to identifying relevant college assessment data, how it is sent to faculty/departments/programs/offices, and what is expected of the recipient. Jessica indicated that the goal in drafting this document was to formalize the process and make it clear how the process will work in a practical sense because in many cases, the Office of Institutional Research & Assessment will be the function physically sending communications. Therefore, it is important that we are clear about how the Assessment Committee and IR&A interface and collaborate in this process at the onset. Jessica has already brought the process to Sophia Oversight for their feedback and their response was positive to the process clarification document. The assessment committee provided feedback on the process document in order to streamline some items. The committee agreed that it makes sense to share the process broadly for thoughts and feedback. Jessica will make the appropriate changes to the form recommended by the assessment committee.

Activity: Identifying who will receive assessment data by outcome

A document was brought to the committee containing all current learning outcomes in the Sophia Program. The goal of this activity was to start thinking about who will receive data relevant to each outcome. General questions were discussed about who would receive the data. For example, would it go to faculty members teaching courses that address the outcomes and appropriate department chairs? Or does it make sense to send the data to all department chairs so they can be informed of data related to all outcomes? It may be the case that a department currently does not offer a course in Sophia that touches a particular outcome but may in the future. How do they become informed of the available assessment data? Concern was expressed about the work involved for chairs if all chairs receive all data and have to complete the response form. The committee generally agreed on the following strategy for dissemination of assessment data by outcome: (1) faculty currently teaching courses addressing the outcome, (2) chairs/program directors of departments/programs responsible for hosting those outcomes; those that are a natural home for the outcomes, and (3) providing a place on the intranet site where all Sophia Program assessment data identified as relevant to an outcome is posted and can be reviewed by the college community. This would likely be helpful to those who decide to offer a course at a later date that hits an outcome for the first-time; data could be reviewed and considered in preparation for a new course.

The committee was asked to work on identifying possible roles/departments/programs/offices where data for each outcome could be sent for the next meeting. The committee was asked to look at LO2 and LO3 outcomes at this time as review of the Sophia advising guide could be helpful in identifying recipients of data for the LO1 outcomes. The goal is to be more inclusive than less and keep in mind areas that touch the academic side including co-curricular.

Respectfully Submitted,

Daniel Flowers