

**Assessment Committee Meeting  
Minutes  
October 8, 2012**

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

**Not present:** N/A

**Fall Assessment Speaker Update:**

We have received 42 RSVPs for Dr. Tom Angelo's sessions with many of those indicating they would be attending both sessions. All those invited to attend lunch with Dr. Angelo have responded and the lunch is set. The wine and cheese gathering has also been scheduled. Jessica indicated she would be in touch with Laura Haigwood regarding sending invitations to local institutions to share this opportunity with other local faculty.

The committee discussed how it believed drop-ins to the sessions could be coordinated to minimize distraction. Cassie noted that a number of faculty members at Faculty Assembly indicated their schedules did not permit them to attend the entirety of the sessions but they would be interested in stopping by for intervals of time where possible. It was noted that we could possibly structure the room in such a way so that drop-ins cause minimal disturbance (i.e. having tables/chairs reserved near the entrance for drop-ins where they could quietly come and go). Catherine indicated Richard Baxter would be helpful in this regard.

Discussion about logistics of Dr. Angelo's visit including the possibility of leaving welcome materials in his room such as maps, history of the College, etc.. Ella mentioned that these items could be coordinated with the Inn. Jessica will also touch base with Dr. Angelo regarding his preferences for his evenings (does he want his evenings free or would he like to have dinner with representatives from the Committee?).

**Sophia Program Assessment Plan Update**

A working version of the Sophia Program Assessment Plan was passed by the Sophia Program Oversight Committee. Jessica indicated a member of the Oversight Committee would likely be attending a future Assessment Committee meeting to discuss the plan and its relationship to the Assessment Committee.

**Website Review**

The committee reviewed various sections of the Assessment Committee website. Members provided feedback on the website. Special attention was paid to the Assessment Tools section and its purpose going forward. The committee agreed it would be best to provide general descriptions of each tool and seek examples from faculty members of the various tools they are using to include on the website as examples. General updates to the site were recommended as well, including conferences, upcoming speakers and grant

recipients. Cassie indicated that the Assessment Grants section could be split into “internal” and “external” grant opportunities as external grant opportunities are currently not listed. Jessica and Daniel will work to incorporate the suggested revisions and bring those changes to the committee for further review.

Respectfully Submitted,  
Daniel Flowers