

**Assessment Committee Meeting
Minutes
September 14, 2011**

Members present: Catherine Pellegrino, Cassie Majetic, Ella Harmeyer, Susan Latham, Jessica Ickes, Carrie Call, and Daniel Flowers.

Not present: Representative from Student Affairs, Laurie Lowry

The committee approved the minutes from the retreat held on August 16, 2011.

Jessica reminded the committee members of the upcoming assessment conference at IUPUI and asked if anyone was available to attend. Anyone who does attend can bring back materials to share with the committee as a whole.

Jessica asked for ideas regarding professional development opportunities for the committee; what do the members think they still need to learn? This question led to a discussion of faculty development opportunities around assessment more broadly. Some ideas that came out of the discussion included:

- The overall plan is that the fall semester will be focused on development for the committee, and we'll branch out to providing development programming for the faculty as a whole in the spring.
- Carrie will send out some assessment tools that she has for experiential learning, for feedback from the committee on how they fit into other tools that we already have, i.e., Linda Suskie's book, etc.
- Cassie suggested that it would be helpful to have some blueprints for what faculty development around assessment could look like, especially what has already been done here at SMC in the recent past. Jessica and Catherine will bring what materials they have to a later meeting.
- External speakers on assessment have been well attended and received in the past, and it might be a good idea to bring in one or two if we can.
- Susan talked about involving students in the process of assessment: sharing assessment plans and outcomes with them so that they understand what is expected of them in their majors. She also talked about how assessment techniques can change classroom dynamics, and suggested programming around these two issues.
- We also discussed identifying the experts here on campus on various issues (e.g., Dorothy Feigl and Tom Platt on clickers, etc.).
- Committee members decided that available members should attend a Chair's meeting to ask the chairs what would be helpful to them and their departments in terms of faculty development and programming. This will be coordinated with the Dean's Office.
- The committee is also exploring collaborations with other local and nearby institutions; Jessica and Daniel will watch for opportunities to learn about assessment at IUSB, Notre Dame, etc. Others are encouraged to send items of interest along to the committee as well if they encounter them.

Sustainability Plan Update

- Jessica, Daniel, and Anita Houck continue to work with data from the Writing Program project, to assess a change that was made in response to earlier assessment data. Information from this project continues to be posted on the Assessment Committee's website, and Jessica will email the committee when it's available.
- Anita wrote up a template for how the Writing Program approached the process of planning and executing their assessment project; a draft of this template will be coming to the Assessment Committee for comment before it moves on to the Sophia Program Oversight Committee. It was felt that this template could be very useful to departments in moving from writing their assessment plans to actually implementing them.

Lumina Project

- Jessica, Daniel, and Cassie held an information session on Sept. 13 with department chairs who might be interested in participating in the departmental portion of the Lumina project which will also serve as their assessment project in academic year 2012-13.
- Chairs from Psychology, Nursing, Biology, Modern Languages, and Social Work attended.
- It was reported to be a very positive and productive meeting, and it's possible that all five departments may choose to work on the Lumina outcomes next year. They will need to commit by Sept. 26.

Faculty who received Assessment Grants in 2010-11 are scheduling times to meet with the committee to report on their projects or travel; we can expect to start meeting with them later in the fall semester.

Respectfully Submitted,
Catherine Pellegrino