

**Assessment Committee Meeting
Minutes
October 24, 2011**

Members present: Cassie Majetic, Ella Harmeyer, Jessica Ickes, Laurie Lowry, Stephanie Steward-Bridges, and Daniel Flowers

Not present: Catherine Pellegrino, Susan Latham, and Carrie Call

The committee approved the minutes from October 12, 2011 pending minor revisions from Cassie Majetic. She will send the revised minutes to the committee before the next meeting.

Assessment Grant Report:

The committee welcomed Chris Cobb from Environmental Studies. Chris shared with the committee the program's work in developing their plan for program assessment. The committee was very impressed by the program's assessment plan.

Draft of Memo of Understanding Policy:

Based on the committee's discussion on October 12, 2011 regarding how a Memo of Understanding Specific to Assessment Results, Jessica drafted a policy for the committee to review. Cassie would like to review the policy further and bring changes back to the committee. It is the committee's plan to have a draft policy finalized soon to send to Dean Fleming so that it can be put in place for spring semester 2012.

IUPUI Assessment Conference:

Jessica reminded the committee to review the sessions at the IUPUI conference and advise on any sessions for which they would like materials. Jessica, Daniel and Laurie Lowry will be attending.

Faculty Assembly:

Faculty from the committee will be attending Faculty Assembly on November 2nd to discuss the work of the committee this semester. The committee identified key areas with which to discuss with Faculty Assembly.

Council of Chairs:

Members of the assessment committee will attend a Council of Chairs meeting on November 3rd to gather feedback from Chairs on their needs related to assessment. The following questions will be posed: (1) What are faculty development needs related to assessment? (2) Are there experts in departments who could be asked about development?

Assessment Committee Charges:

The committee began work on revising its charges as defined in the governance manual. The committee focused on the membership section and suggested revisions. Jessica will bring a draft of the revised membership section and asked the committee to bring its update to the “responsibility” section for the next committee meeting.

Respectfully Submitted,
Daniel Flowers