

**Assessment Committee Meeting  
Minutes  
November 9, 2011**

**Members present:** Cassie Majetic, Ella Harmeyer, Catherine Pellegrino, Stephanie Steward-Bridges, and Daniel Flowers

**Not present:** Laurie Lowry, Jessica Ickes, Susan Latham, and Carrie Call

The committee approved the minutes from October 24, 2011 meeting, noting that the committee's report to the Nov. 2 Faculty Assembly meeting had been postponed.

**Discussion of draft MOU policy:**

The committee discussed the draft policy regarding the use of Memoranda of Understanding in response to assessment results. We noted that a regular review of the policy should be added to the Assessment Committee's formal charge, in order to keep the policy up to date and responsive to changing needs. The committee approved the policy as written.

**Discussion of the Committee's Charge:**

The discussion of the Committee's charge focused primarily on the membership section. Those members present noted:

- The first sentence of the second paragraph needs to be modified to reflect that the faculty on the committee are elected and the staff are appointed by the Dean. We suggest the following language: "*Staff membership on the Assessment Committee is through appointment by the Senior Vice President and Dean of Faculty. Faculty membership is by election by the Faculty Assembly.*"
- The distribution of elected faculty representatives by department should be brought in line with other departmental distributions already in use on campus. The committee recommends the distribution currently in use by the Sophia Program Curriculum Committee, with the two Humanities slots compressed into one slot.
- The committee questioned the inclusion of Physical Education in the Fine Arts category; it was our understanding the Physical Education is not an academic department.
- Catherine will work on draft language on membership for the first paragraph and circulate that language before the next meeting.
- We also note that according to the charge, Jessica is the chair of the committee, in her role as Director of Institutional Research and Assessment. We noted that the Dean had asked us to elect a faculty chair, and discussed the relative merits of having a faculty chair vs. having the Director of Institutional Research and Assessment serve as chair. The committee felt that, since this is a resource committee and not a decision-making body, it was more appropriate to have the Director of Institutional Research and Assessment as chair, to avoid the possibility of impartiality with regard to the distribution of resources (assessment grants, etc.).

- We recommend that the staff positions have fixed terms (3 years, as the faculty positions) and that they be staggered as the faculty positions are.
- We considered the possibility of adding a student representative, but ultimately decided against it for reasons of scheduling and possible confidentiality concerns.

The committee left the discussion of the “Responsibility” section for the next meeting.

Respectfully Submitted,  
Catherine Pellegrino