

Assessment Committee Meeting

October 7, 2015

12:30-1:25pm

Attendees: Steltzer, Heidi; Meek, Shawn; McAlister, Erich; Kusar, Mika; Austin, Rebecca; Snyder, Lisa; Skarbek, Valeria (meeting minutes)

Not in attendance: Martin, Michael T

Agenda:

I. Shawn:

A. Presented “Selection and Opt-out Process Proposal for Faculty Scorers” handout (in Google folder)

1. What happens if a faculty member submits a paper and their course is chosen for scoring?

a) Heidi: They would automatically get pulled and not have to score. Would have to track and code this ahead of time.

2. What happens if a faculty member is chosen to score but doesn't cooperate?

a) Develop a procedure and consequences. Encourage people to RSVP to the norming session.

3. To foster culture of assessment, list AC roster on email to those chosen to score so faculty can contact on AC someone with questions.

4. Discussed scoring timeline for this year. Send an email before the end of the semester that faculty have been selected. Give them til end of first week in Jan. to opt out or RSVP for norming session. If people can't make that norming session, schedule a 2nd one. Remind faculty there will be food, only 2 hrs, etc.

a) For email, consider who the emails comes from (e.g. Dean) or who to CC: (e.g. Dean, chair, etc.).

5. Discussion about these procedures vs. policies.

a) Heidi asked Mika to add creating assessment plan policy to her strategic plan. Also review the charge.

b) Discussion about who to send the opt-out requests to in order to avoid “policing” (e.g. Dean, Faculty Senate, AC review first, etc.)

II. Next meeting: 2 weeks from today: 10/21/15 12:30-1:25pm

A. Michael and Lisa will present their updates

B. Shawn will present draft of email to notify faculty

C. Erich will have samples pulled by next meeting

D. Heidi will review Excel and what she envisions

Meeting adjourned 1:25pm