

Assessment Committee Meeting

September 16, 2015

12:30-1:25pm

Attendees: Steltzer, Heidi; Martin, Michael T; Meek, Shawn; McAlister, Erich; Skarbek, Valeria (meeting minutes)

Not in attendance: Kusar, Mika; Austin, Rebecca; Snyder, Lisa

Agenda:

1. Heidi reviewed the Assessment Committee Task List AY 2015-16
 - a. Heidi asked for a volunteer to serve on the Academic Policy Committee (which meets monthly). Heidi did it last year but cannot do so this year.
 - i. Michael asked why they need someone from the Assessment Committee if they ask Lisa Snyder to attend as needed.
 - ii. Heidi said there was no policy they reviewed last year that was related to the Assessment Committee. Heidi will email Cathy Simbeck to offer that someone from this committee can attend on an "as needed" basis. We are a small committee with a lot on our agenda this year.
 - b. Heidi: Does anyone have any comments/ideas on this task list?
 - i. Shawn: Assessment is a buzzword that people run away from. We need to do more of #7 (promoting a culture of assessment at FLC).
 - ii. Michael: Lisa and I spoke last week and we could go to the Council of Chairs meeting (with Chairs only). Start there and then try to work with the departments. Maureen said she'd be happy to let them have one of the meetings. **(Follow up: Michael secured November 10th from 3:30-5pm. Will meet with all Arts and Science Chairs. Follow up with Teacher Ed and SOBA another time.)**
 - iii. Task List and Responsible parties:
 1. Vet report and close the loop on LAC assessment: Heidi will take the lead, Michael and Lisa will help by talking with Chairs on 11/10/15.
 2. Create opt-out system: Shawn
 3. Complete LAC assessment of Spring 2015 samples: Erich (with Val)
 - a. Selecting which items will be scored, blinding (Shawn said he'd help Val), conducting the norming session and making sure people complete their scoring.
 - b. Heidi mentioned Gary signed up to score but didn't in the Spring so he needs to be put back on the available scorer list.
 4. Create plan for AY 2015-16 LAC assessment (select competencies, collect samples, score next fall): assigned to Rebecca (with Val).
 - a. Heidi said Rebecca should meet with Lisa about options of what to assess and how.
 5. Serve on Academic Policy Committee (see above 1.a.ii.): **N/A**
 6. Develop strategic plan for 2-year time frame: assigned to Mika (since Lisa spoke with her last week and this is her PhD area of expertise).
 7. Promote culture of assessment: Michael (with Lisa) starting with Council of Chairs (Chairs only meetings) to work their way to departments

2. Meeting time: the only person who cannot attend at this time is Kim Hannula. Heidi will update her and keep this Wednesday 12:30-1:25pm time slot. We'll start meeting every other week from this point forward.
 - a. Shawn: we need deliverables and to know deadlines
 - i. Heidi: We'll need to take this week to work on our parts of the task list and should record our progress in a short blurb in case anyone needs to reference or review it. Putting our progress in a document will also allow us to review it before the next meeting and make the best use of our time during the meeting.
 1. Val: I'll create a Google doc and will send out the link.

Meeting adjourned 1:15pm