

# Assessment Council IPFW Campus

## Meeting Minutes February 20, 2017

**MEMBERS PRESENT:** K. Johnson, D. Huffman, J. Hook, K. Price, S. Anderson, , K. McDonald, T. Swim, K. Stoller

**MEMBERS ABSENT:** A. Downs, N. Jackson, J. Khamalah, B. Lundy Jackson, N. Mann

### Acta

Kent started the meeting at 12:08 in SB 176.

**HANDOUTS:** College Level Assessment Report (Appendix E of SD 15-06) and Rubric

### OLD BUSINESS

- None

### NEW BUSINESS

- **Spring Assessment Academy Workshops** – there are four Assessment Workshops planned for this spring. Program review workshops are also currently being held for those programs going through review during academic 2017-18. The [assessment web site](#) has more information on the workshops.
- **Rubric for evaluating College Level Assessment Reports** – discussion items included: defining “comprehensive” with specific criteria, changing “programs” to “programs/departments” since there are programs outside departments and departments with multiple programs, adding “Appendix D” when referring to the evaluation rubric, changing “Recommendations to improve” to “Recommendations are”, redefining “70% of units”, consider moving “Thorough and accurate use of Evaluation Rubrics” from section 1 to section 2, and defining “thorough and accurate”. Kent will redraft and distribute the rubric for council review.
- **Creating College Level Assessment Reports** – it was reported that one College Level Assessment Committee was sometimes utilizing the Appendix D rubric along with the review letters when reviewing department assessment reports and other times not using the rubrics. Kent commented that the committee should at least provide review letters and that the review process will be refined over time to provide useful data for student improvement. Since it is the responsibility of the council to make the assessment process valuable, they will be asking for comments from the College Level Assessment Committees on the use of Appendix D rubric.
- **Good and Welfare** - none

### Committee Motions, Results and Actions

None

### FUTURE MEETINGS

- March 27, 2017 from 12:00 – 1:00 in KT G83
- April 24, 2017 from 12:00 – 1:00 in KT G83

## **ADJOURNMENT**

- The meeting ended at 1:06 p.m.