

## Assessment Committee Meeting 9/22/2016

### Agenda:

What reporting documents will we use?

When will assessment results be submitted?

### Present:

Todd Leif, Brent Phillips, Bruce Graham, Beth Whisler, Mark Whisler, Shelly Farha, Jamie Durler, Susan Greene, and Taryn Cipra.

### Meeting Minutes:

The group reviewed forms that have been used in previous years to report assessment data. The group decided to have all faculty submit an Instructor Assessment Form (see attached) to department chairs to record assessment activity from the semester. The group made suggestions to revise the Individual Course Assessment Report that had been used previously. The group also agreed that department reporting would be part of the program review. There was discussion about the need for a Dean's report. This report will be discussed further at the next meeting.

The group discussed the timeline for submission of reports. Faculty noted that it is important to receive assessment data timely, so that reporting is done prior to preparation for the next semester. It was noted that Canvas provides faculty immediate access to assessment data. Faculty can complete their reports based on the data they can see without waiting for reports containing department data. Department data reports are important and should be distributed as soon as possible; however, that data cannot be sent out until faculty have completed assessment.

It was decided that faculty would be asked to have their reports for spring 16 data in prior to Thanksgiving break, so they can focus on fall semester reporting at the end of the semester with those reports due prior to Christmas break.

The assessment coordinator will revise the form, get spring 16 data out to departments, and provide training for faculty to review assessment data within their courses.