

## ETCS Assessment Committee Meeting Minutes

March 29, 2017

Present: Hal Broberg, David Liu, Ramesh Narang, Kim O'Connor, Guoping Wang, Nash Younis, Manoochehr Zoghi, Kim McDonald

The committee met to review the process used to provide feedback regarding programs' assessment reports. The following recommendations were provided to improve the review process in 2017-2018:

1. Two committee members will be randomly assigned to evaluate each program's assessment report. These individuals will complete one set of rubrics on the programs they review and they will prepare a draft letter (or a list of bullet points) highlighting the strengths, weaknesses, and recommendations of each program's report.
2. The committee will meet 1-2 times to review the feedback and provide further input if needed.
3. The Associate Dean of ETCS will continue to write the final letter provided for each program and draft the final report submitted to IPFW Assessment Council.

The committee also recommended that the chair of the committee write a brief summary of the committee's process for the various programs' ABET self-study reports. It was also recommended that the final report be posted on the college website.