

ETCS Assessment Committee Meeting Minutes

January 20, 2016

Present: Hal Broberg, Kent Johnson, Wanda Johnson, David Liu, Kim O'Connor, Guoping Wang, Nash Younis

Absent: Ramesh Narang

We reviewed SD 15-6 "Restatement of 98-22 Assessment of Student Academic Achievement" which provides general guidelines regarding college level assessment committees.

The Director of Assessment, Kent Johnson, provided background information on SD 15-6 and explained how he has been assisting the COAS Assessment Committee which has been in operation for some time.

The following decisions were made regarding the ETCS Assessment Committee:

1. Each department will either elect or appoint a faculty member to serve as its representative on the committee.
2. Terms will be for three years and will be staggered to ensure continuity in the work of the committee.
3. The Associate Dean of ETCS will chair the committee.
4. The following timetable was established:
 - November 1: Deadline to submit Department Assessment Reports to the dean's office.
 - The month of November: The committee meets and reviews the assessment reports.
 - December 15: The Associate Dean completes a draft of the College Level Assessment Report detailing the committee's findings (see Appendix E, SD 15-6).
 - December 16 – January 1: The committee provides feedback regarding the report.
 - January 2-January 15: The Associate Dean finalizes the report.
 - January 15: The report is submitted to the Assessment Council.