

Assessment Council IPFW Campus

Meeting Minutes

March 27, 2017

MEMBERS PRESENT: K. Johnson, J. Hook, S. Anderson, K. McDonald, T. Swim, K. Stoller, B. Lundy Jackson, N. Mann

MEMBERS ABSENT: A. Downs, N. Jackson, J. Khamalah, D. Huffman, K. Price

Acta

Kent started the meeting at 12:10 in KT G83.

HANDOUTS: Rubric to evaluate College Level Assessment Reports (Appendix E) and Appendix D

OLD BUSINESS

- **Rubric for evaluating College Level Assessment Reports** – Based on the council discussion from last month's meeting, Kent redrafted and distributed the rubric. After discussion, new council concerns include the following: section 1: consistent application of program percentages; section 2: focus on recommendation process rather than quantity of recommendations and assure action steps are linked to efforts to improve student learning; all sections: frame rubric performance details around utilizing both the College Level Assessment Report and review letter(s) or correspondence details. Kent will update the rubric.

NEW BUSINESS

- **College Level Assessment Reports Evaluation Process** – Kent will email the revised rubric and a College Level Assessment Report to each council member to review sometime the week of March 27, 2017. The council will discuss issues they had applying the new rubric to their report at the April meeting.
- **Departmental Assessment Reports** – Kent reported that some departments are concerned about the section requiring communication with external stakeholders. The council noted that for professionally accredited programs, feedback from external stakeholders is generally solicited. We will discuss this concern during the rubric review. Kim commented that departments could review assessment feedback during a spring faculty meeting.
- **Good and Welfare** - none

Committee Motions, Results and Actions

None

FUTURE MEETINGS

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

ADJOURNMENT

- The meeting ended at 1:00 p.m.