

# Assessment Council IPFW Campus

## Meeting Minutes

February 1, 2016

**MEMBERS PRESENT:** K. Johnson, D. Huffman, J. Hook, K. Stoller, B. Price, N. Mann

**MEMBERS ABSENT:** A. Downs, S. Anderson, N. Jackson, K. McDonald, C. Gurgur, J. Hersberger

### Acta

Debrah started the meeting at 12:06 in KT 178.

**HANDOUTS: COAS Assessment Committee Completed Rubrics, COAS Feedback on Rubrics, COAS Executive Summary with Department Letters, and Assessment Council College Level Report Review Rubric, and Minutes of 12/7/15 Meeting**

- **Approval of agenda**

### OLD BUSINESS

- **Review of minutes** – the 12/7/15 minutes were approved.

### NEW BUSINESS

- **Overview of College Level evaluation – COAS example (working session)** - Debrah reported that the COAS Assessment Committee completed their college review of the departmental assessment reports using the rubric in appendix D of SD 15-6. They sent out review letters to each department and completed their College Level Assessment Report using the template in appendix E of SD 15-6 as a guide. As departments adjust to the new assessment plan, the COAS Assessment Committee granted “waivers with condition” for the 2015-16 academic year to departments unable to complete the assessment report with the expectation that units granted a waiver work with the Office of Assessment to complete and submit to the Assessment Office for review, the first three sections of the Departmental Assessment Report in Spring 2016. This includes the design of an assessment plan and implementation of the plan beginning no later than Fall 2016. Waivers will not be granted beyond this year.
- **Update on progress across Colleges - Programmatic Assessment** - Kent’s expectations this year for the other colleges is the completion of the first three sections of the Departmental Assessment Report for each department in each school. Implementation of the new assessment process described in SD 15-6 is being well-received. While conducting workshops and working with each school assessment council, Kent has experienced very little push-back.
- **HCL Preparation** – Kent discussed building a virtual assessment academy with assessment documents available in blackboard and Kent working with individual departments. To further enhance the campus culture of assessment/learning with opportunities for interdisciplinary assessment discussions, members discussed the possibility of hosting an assessment day on campus

next year. Kent will contact CELT to inquire about organizing the next Faculty Development Day around an assessment theme.

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- **Assessment Council College Level Report Review Rubric** – this rubric will be piloted at the next meeting while the council reviews the COAS Assessment Committee College Level Report.
- **Feedback from COAS on using Appendix D** – Kent offered to provide a review of the feedback for everyone to review and discuss at the next meeting.
- **Set future meetings** –meeting dates were set for February and April.
- **Good and Welfare** - none

#### Committee Motions, Results and Actions

None

#### **FUTURE MEETINGS**

- Monday, February 29, 12:00–1:00 – **room KT G83**
- Monday, April 11, 12:00–1:00 – **room SB 176**

#### **ADJOURNMENT**

- The meeting ended at 12:58 p.m.