

Assessment Council

PFW Campus

Meeting Minutes

April 1, 2019

MEMBERS PRESENT: K. Johnson, K. McDonald, D. Huffman, A. Marshall, M. Dietrich, C. Stumph, and M. Leatherwood

MEMBERS ABSENT: N. Jackson and K. Stoller

Acta

Kent started the meeting at 1:32 p.m. in LA 160.

HANDOUTS: College Level Review Report form

NEW BUSINESS

- **General Studies Assessment council replacement member** – Maria Leatherwood was welcomed as the replacement for Julie Hook who retired.
- **College Level Assessment Reports Evaluation Process** – Kent will send the COAS and BUS College Level reports to the members who are reviewing them when he gets them. The ETCS and CEPP reports have been posted for review. He will also send members a simplified version of the College Level Review Report form to use. Since some departments rely on memos rather than rubrics, it was suggested to include a sample memo as part of the College level report. Kent is working with Student Affairs to develop an assessment plan and report structure for their future assessment reporting.
- **College Level Assessment Reports Evaluation Timeline** –by the end of May the Assessment Council will send their College level evaluations to Kent who will send to the to College Level committees. Kent will also utilize these evaluations to create the institutional report to highlight the continually improving reporting process and consistency.
- **Discussion of NSSE and FSSE Topical Modules** – additional focus areas nclude assessment and diversity. The FSSE survey will be launched next week. The NSSE survey has been completed.
- **HLC Assessment Academy Forum** – Kent, Deb, Carrie, and Maria will be traveling to the Q Center in St. Charles, Mo on June 12th and 13th 2019, to complete our HLC Academy participation by submitting Part II of the Impact Report which outlines PFW’s plan to sustain our efforts post-Academy.
- **Good and Welfare** - none

Committee Motions, Results and Actions

None

FUTURE MEETINGS

- Fall 2019 – to discuss and evaluate the assessment reporting process

ADJOURNMENT

- The meeting ended at 2:28 p.m.