

Assessment Council

PFW Campus

Meeting Minutes

August 27, 2018

MEMBERS PRESENT: K. Johnson, J. Hook, K. McDonald, T. Swim, D. Huffman, A. Marshall, K. Stoller, M. Dietrich

MEMBERS ABSENT: N. Jackson

Acta

Kent started the meeting at 12:07 p.m. in KT G83.

HANDOUTS: Agenda

NEW BUSINESS

- **Election of Chair** –the Assessment Council recommended that Kent lead future meetings.
- **DSB Assessment council replacement member** – since Joseph is on sabbatical, the Dean of the Doermer School of Business is looking for a replacement this semester. Terri will be on sabbatical spring 2019.
- **Assessment Reporting Software** – Kent is coordinating with the Chancellor and Carl the search for a common software platform to assist with documenting college and departmental assessment and accreditation reports, summarizing results, and analyzing data over multiple years.
- **College Level Assessment Reports Evaluation Process** – Kent will send the COAS, DSB, EPP, and ETCS College Level reports to the members for review and comment at the next meeting.
- **Discussion of NSE and FSSE Topical Modules** – additional focus areas are under consideration.
- **Assessment Council discussion of how to best support assessment on campus** –offering department level workshops on the connection between curriculum maps and assessment plan, when and what to assess, creating signature assignments, training faculty for peer evaluations of students artifacts, and how much data is necessary to collect for meaningful assessment.
- **Programmatic Assessment and Program Review timeline for Assessment Reports** – by November-December the College Level committee sends departmental feedback, first week of January the College Level committee sends departmental feedback, rubrics, and reports to Assessment Council, and by mid-February the Assessment Council sends feedback and rubrics to College Level committees.
- **HLC web page update** – Kent reviewed the accreditation web site at <https://www.pfw.edu/offices/accreditation/index.html> focusing on the posted 2017 Change in Organization evidence. He also shared the campus events leading to the HLC visit on September 10, 2018 and invited the members to attend the 10:00 a.m. Assessment Session. He will send out the agenda to members.
- **Meeting Calendar development for AY 18-19** – when possible, meetings will to be on Mondays at 12:00 p.m. We will provide lunch.
- **Good and Welfare** - none

Committee Motions, Results and Actions

None

FUTURE MEETINGS

- TBA

ADJOURNMENT

- The meeting ended at 1:20 p.m.