

**MINUTES**  
**ASSESSMENT COMMITTEE**

Thursday, April 23, 2015  
Cottonwood Room – 2:00 p.m.

Present: Nancy Tate, Melanie Burdick, Sarah Cook, Emily Grant, Tom Hickman, Vickie Kelly, Elaine Lewis, Denise Ottinger, Michael Rettig, Jim Smith, Margaret Wood and CJ Crawford (administrative support). Absent: Jane Carpenter, Gillian Gabelmann, Bob Handley, Dalton Hane, Sean Stacey, and Maria Stover.

**ASSESSMENT RETREAT**

The Retreat to review Assessment Plans and Reports is scheduled for Friday, July 17 in Henderson 103 from 9A-1P with brunch being served at 10A. We need as many committee members as possible to attend to help with the review.

We will need to select award recipients – best practices/process and most improved – to be announced at the August General Faculty meeting.

**SAMPLE OF UPDATED ANNUAL ASSESSMENT REPORT DOCUMENT**

The sample Assessment Report document showing how the information for the second year would be added was approved by the committee.

**ACADEMIC EFFECTIVENESS ANALYST**

Nancy said the budget had been approved add an Academic Effectiveness Analyst beginning next year. This position would be responsible for assessment analysis and reporting and would be located in the SAR office.

**GENERAL EDUCATION ANNUAL REPORT**

A sample form was handed out and Nancy asked for feedback from the Assessment Committee on what the final form should look like.

**BEST PRACTICES POSTER SESSION**

There was a discussion on when to have the Best Practices poster session for 2015-2016. The first one was held in January 2013 and the second one was held in October 14. It was recommended that during the retreat in July the reviewers could help identify a topic for the session and departments to present. It was suggested that November may be a good month to hold the poster session but further discussion would be needed after the July retreat.

The meeting adjourned.