

**ASSESSMENT COMMITTEE**  
**MINUTES**  
**August 11, 2017**  
**2:00 p.m, PDR**

**Members Present:** Tyler Billman, Kyla Burford, Lori Cox, Steve Dotson, Jason Fitzgerald, Chad Flannery, Cory Garmane, Mary Gillard, Chris Jones, Allan Kimball, Karen McConnell, Greg McCulloch, Jeff Miller, Amy Murphy, Scott Reed, Kelsie Rodman, Jennifer Roehm-Scheffer, Gina Sirach, Debbie Suh, Karen Weiss

**Members Absent:** Sherry Milligan

**Others Present:** Cara Lehman, Keturah Tanner

Dr. Billman called the meeting to order at 2:00 pm.

Members were given an agenda and a new packet for the 2017-2018 Assessment year.

- The assessment information was not live and members should review their packets and make sure everything is correct before it goes live
- The packet included the new members for the 2017-2018 year, the rotation schedule, and the peer review schedule.

Dr. Billman reviewed the assessment process and key points for this assessment year

- GenEds are the same as last year and the 5 areas of assessment continue
- Assessment forms are on intrinSIC
- Closing the Loop is still a major point of assessment
  - Review last year's plans and outcomes to revise this year's plans accordingly
- Involving adjunct instructors is extremely important
- Completing plans is critical and cannot be left at "unknown."
  - Dr. Billman noted that sometimes a "road block" occurs to prevent or changes assessment plans. Kyla Burford gave an example of one that occurred to her plan and how she revised her plan. Dr. Billman advised committee members to "ride out" the situation and to build from it.
  - There is no reason to have a simple "didn't work" or "unknown" as an answer. There needs to be a reason, such as "Here's what happened instead and here's what we did/will do about it."
- Sometimes having multiple people involved in the same project can circumvent issues.

Dr. Billman informed the committee that the Institutional Assessment will be done this September.

- This assessment goes through the areas and what was done.
- It includes the annual review and closes the loop, a major component.
- It also includes non-instructional areas

Dr. Billman also gave Strategic Plans as a possible part of assessment and how it can "spur" other projects. He then reviewed the upcoming dates on the Assessment Committee Calendar.

Sept. 8 – 17/18 plans are due to committee representatives and division chairs/directors/supervisors

Sept. 29 – 17/18 final plans are due to Gina Sirach (instructional) and Tyler Billman (non-instructional). Peer Reviews begin and no more than three plans per person.

October 7 – 16/17 plans are done and results/reports due

Dr. Weiss brought up the roles of committee members. Committee Members are a resource and a first line of help for their respective departments. Those writing plans should contact their chairs/supervisors first and then branch out for information and issues.

Dr. Billman closed the meeting at 2:30 p.m.

Respectfully submitted by Keturah Tanner