

Assessment Committee E-Meeting
Tuesday, March 21, 2023

Happy Week 10, Everyone!

The second half of the spring semester is underway, and graduation is just around the corner. Our spring Assessment Committee meeting is being delivered to you electronically due to a scheduling conflict. Please review the information below and reach out to Tyler or me if you have any questions, concerns, or additions.

1. Assessment Results Collection
 - a. Please collect all assessment results for your departments/areas.
 - i. For example, Jason will collect all results for Math and Sciences. Robbie will collect all results for Applied Technology.
 - ii. Review the results you receive for completion.
 1. The "Closing the Loop" section should NOT be updated to reflect this year's results. That will be done on next year's assessment plan.
 - b. Once you have collected all assessment results for your area, upload your results to the appropriate department shared drive.
 - i. Updated links to the shared drives will be sent out soon.
 - ii. Once received, please add the shared drive to your OneDrive.
 - iii. Use of these drives will increase reporting efficiency and mitigate potential lost emails.
 - c. Please name files: 2022_2023 Assessment Results (Insert Area Here).
 - i. For example: 2022_2023 Assessment Results Business
2. Assessment Due Dates
 - a. Assessment results are due 5/5/2023.
 - i. This includes:
 1. Instructional
 2. Non-Instructional
 3. Co-Curricular
 - ii. If you are unable to submit your assessment results by the due date, please let Tyler or me know ASAP.
3. Important Information
 - a. Visit the Assessment page on our website:
<https://sic.edu/accountability/assessment/>
 - b. The peer review schedule can be found here: https://sic.edu/wp-content/uploads/2022/06/Peer-Review-Schedule-2022-through-2025_TBrev.pdf

Thank you for all the work you do. With your help and hard work, the assessment process is getting better all the time. We are continuing in our efforts to make assessment more efficient and effective. If you are having any issues or concerns, please reach out.