

**Assessment Committee**  
Minutes  
January 19, 2017

**Committee members present:** Frank Amankonak, Kevin Hodur, Janie Moore, Brandis Senecal, Glen Tenney, Brandy Nielsen, Steven Scilacci, Cathy Fulkerson (ex-officio), Tina Nelson (ex-officio), Jonathan Foster

**Committee members not present:** Rita Bagwe, Danny Gonzales, Peggy Drussel, John Rice

Meeting called to order: 11:00 a.m.

Action: Minutes from previous meeting approved.

The committee discussed the following:

**Assessment website:** Jonathan Foster presented an early version of the new assessment website, and asked for comments and suggestions. Committee recommendations included providing links to the IR Assessment Resources page, a spreadsheet of previous course assessment dates, and revising contact information to link to the committee's website. The committee hopes to have the website completed in time for the assessment workshop planned for early April to website.

**Assessment workshop:** The committee discussed ideas and scheduling for an assessment workshop. The workshop will be held in early April, and will feature presentations by faculty and administration. There will also be time designated for questions and answers. In the interest of making the workshop accessible to all, the committee will into having the session recorded and posted on the assessment website.

**Annual review of course and program assessments:** The committee discussed the process and time frame of the annual review of course assessment forms. This year the committee will also conduct a review of five-year program assessment plans and program assessment forms for the first year of the five-year cycle. The committee approved the existing rubric for the course assessment review and the new rubric for the program assessment review with minor revisions. The review process will begin within the next two weeks and should be completed by mid-March. At that point, the data from the review will be incorporated in the committee's annual report on assessment. This schedule will allow time for preparation and committee review of the report prior to its submission to the Vice President of Academic and Student Affairs.

Meeting adjourned: 12:00 p.m.