



Meeting Minutes  
Assessment Committee  
October 18, 2013 – 11:00a.  
Innovation Conference Room  
Brockmann Center

Chair – Larry Strizich

Minutes – Debra Bradley

**Members:** Alisha Schroeder, Barbara Zuck, Brian Simonson, Carlo Dacumos, Carol Reifschneider, Charles Pollington, Chris Wendland, Christine Cremean, Curtis Smeby, Daniel Ulmen, Greg Kegel, Jay Howland, Kim Watson, Larry Strizich, Ligia Arango, Lisa O’Neil, Mary Pappas, Norton Pease, Randy Bachmeier, Rosalyn Templeton, Steven Don, Tracey Jette, Vicki Gist, Virginia Braithwaite

**Members Present:** Alisha Schroeder, Brian Simonson, Charles Pollington, Dan Ulmen, Kim Watson, Larry Strizich, Ligia Arango, Mary Pappas, Randy Bachmeier, Steven Don, Tracey Jette, Vickie Gist

1. Call to Order at 11a
2. Minutes of October 4, 2013
  - a. Motion was made by Steven Don
  - b. Second was made by Mary Pappas
  - c. Question was called by Tracey Jette
  - d. Minutes were approved by all with no corrections
3. Creating a Rubric for rating SLAP/UCIP
  - a. Handout from Larry Strizich
  - b. Website address – ia.msun.edu
    - i. NWF Plan SLAP/UCIP Database
  - c. Barbara Zuck came up with the idea of using the SMART Plan Arcanum
    - i. S – Specific
    - ii. M – Measurable
    - iii. A – Achievable
    - iv. R – Realistic
    - v. T – Time
  - d. State Your Expected Learning Goals
  - e. Identify Institutional Core Themes by this Student Learning Goal
  - f. Identify Student Learning Outcomes that address the Learning Goal
    - i. This is where the SMART Arcanum comes in.
  - g. Identify where expected outcomes are address
  - h. Determine methods and criteria to assess outcomes.
  - i. Establish your level of expected performance.
  - j. Identify Baseline Information.

- k. Determine who you will assess.
  - l. Establish a schedule for assessment
  - m. Determine who will do this assessment
  - n. Determine who will review and interpret results
  - o. Describe how results will inform teaching, learning and decision making
  - p. Determine how and with whom you will share the results
  - q. Determine who will keep assessment records
  - r. Determine who make decisions about courses, programs, etc. as a result of assessment
  - s. Decide how your program will document recommendation and follow up on actions taken.
4. Look at and possible modification of the form on the ia website
- a. Add another comment box so that the person is in charge of the assessment can make comments back
  - b. Assessing the assessment system
  - c. Do we need to change
  - d. What is asked
  - e. What did not work and how to change it
5. Ligia has volunteered to talk with Jay to come up with the following information to convey to others with in the assessment committee
- a. Writing down steps in order to complete the assessment
  - b. Timelines – so that all know when the deadlines are
  - c. Better process
6. Chair of the Committee
- a. Several people have been asked and several have said no
7. Next meeting is November 1<sup>st</sup> at 11:00a in the Innovation Conference Room
8. Meeting was adjourned at 11:33am