

**Assessment Council Meeting  
February 11, 2009  
2:30 p.m.  
Havens**

**Present:** Sharon Calhoon (Chair), Angie Becker, Ann Cameron, Christian Chauret, Dmitriy Chulkov, Lori Collins, Mary Hansen, Debra Horoho, Gail MacKay, Raul Mosley, Chris Rivers, Ellen Sigler, Robin Symonds, Bridget Whitmore, Kat Widman, Kathy Ross

**Approval of Minutes**

The Minutes of November 19, 2008 were read and approved. Raul Mosley moved to approve the minutes, Dmitriy Chulkov seconded. Minutes approved as read, 16-yes, 0-no.

**2007-2008 Assessment Reports Received**

Sharon Calhoon distributed a list of all 2007-2008 Assessment Reports received as of February 11, 2009 (reports were due October 31, 2008). Reports have been received from all degree programs except Health & Aging (program is being discontinued) and M.L.S. This program is seeking a new Director; Michael Finkler is stepping down from that role.

**Continuation of Review of the Assessment Process**

At the last meeting, the Council suggested discontinuing peer review of assessment plans and reports. Sharon Calhoon is reviewing the reports, but she expressed some discomfort with just one person conducting the review, and suggested the Council might want to revisit this issue next year.

The Council discussed the idea of programs being able to submit 1-, 2-, or 3-year assessment plans. To spread out the workload for the Council, it would be helpful for about 1/3 of the plans to be due each year. Some members believed that each program should decide on its own whether to submit a 1-, 2-, or 3-year plan, other members suggested that some programs are not yet ready to submit a 2- or 3-year plan. Discussion included concerns about who would set the criteria, whether the Council had the authority to set such a schedule (the Council's charge includes setting the Assessment Calendar), and how to keep track of when program plans would be due. The Council decided that Calhoon would notify the Deans and Chairs of the option for submitting a 1-, 2-, or 3-year plan in March of this year (emphasizing that annual assessment reports will continue to be required).

**Assessment Calendar**

A discussion of assessment calendar dates kept the date for assessment plans as March 31. The Council moved the date for annual assessment reports from October 31 to September 30.

**Next Meeting**

The next meeting of the Assessment Council will be 2:30 March 11 in the Havens Room. The topic will be how other institutions create an all-campus integrated report.

**Actions to Take Before Next Meeting**

Please send assessment report summaries (for the 2008 Assessment Reports) to either Sharon Calhoon or Kathy Ross for posting on the web. Humanities summary will not be posted due to the small number of students in the program and the need to avoid reporting identifiable student data.

The meeting adjourned at 3:25 p.m.