

**Assessment Council Meeting**  
**Wednesday, September 27, 2006**  
**2:30-3:30 p.m.**  
**Havens Room**

**Present:** Julie Diesman, Angela Becker, Kelly Brown, Sharon Calhoon (chair), Dmitriy Chulkov, Lori Collins, Mary Hansen, Sue Hendricks, Nadene Keene, Gail MacKay, Donna McLean, Sue Ridlen, Chris Rivers, Kathy Ross, Ellen Sigler, Robin Symonds, Heidi Thomason, Chris Rivers, Marcia Andersen (secretarial support)

**Absent:** Scott Jones, Allen Safianow, Bridget Whitmore, Nancy Greenwood

Academic Reports Subcommittee

The Assessment Report Format was reviewed. The major change involved inserting bullets instead of “a, b, c” in the format, so report writers could organize the information in the order which works best for them. Robin Symonds made the motion to approve the form as presented and Kelly Thomason seconded. Approved 18-yes, 0-no.

Assessment Report Review – Academic Program. This is the document that the Reports Subcommittee uses to review reports. This document will be posted on the CTLA website so those writing reports will have access to it, as well as to the report format. Minor revisions were suggested and approved. Angie Becker made a motion to approve the form as changed and Sue Ridlen seconded. Approved 18-yes, 0-no.

Assessment Town Hall Meeting is now scheduled for 2:30 – 3:45 on February 5, 2007. Assessment Council must decide at the next meeting how assessment results will be disseminated to the campus and to a wider community. Should it be via the web? If so, in what format? Should there be a poster session at the Assessment Town Hall? Should there be a series of presentations (no one spoke in favor of this).

As Council members write (or assist with writing) the reports, which are due October 31, please think about how the results should be disseminated. Also, Council members are urged to talk this issue over with others in their unit, so they can accurately represent their unit’s wishes at the November 15<sup>th</sup> Assessment Council meeting.

The meeting was adjourned at 3:35p.m.