



Committee:

Assessment

Type of meeting:

Monthly meeting

Date/Time:

September 4, 2015

1:09-1:53pm

Location:

Graduate Studies Office

Attendance: Susanne Auer (chair, minutes), Rainey Benson, Jason Tinant, Marty Two Bulls, Susie White Thunder, Karla Witt, Jessica Zephier.

Excused: Tina Merdanian (Assessment Office), Keeley Clausen

Agenda Topic	Discussion	Action	Responsible Party	Time Due
I. Wocekiye	offered by Susie			
II. Woksape	offered by Susanne			
III. Introductions	The Assessment Committee welcomes the new members Jason, Marty, Susie, and Jessica			
IV. Elections	Rainey nominates Susanne	Susanne unanimously re-elected as chair of the committee		
a) Chair				
b) Vice Chair	Karla nominates Rainey	Rainey unanimously elected as vice chair of the committee		
c) Secretary	Jason volunteers	Jason unanimously elected as secretary of the committee		
V. 2014-15 Annual Report of the Assessment Committee: Review of status of last year's charges	Susanne submitted the report in May. A hard copy was distributed and Susanne will email the report including appendices to the rest of the committee		Susanne	9/13
a) 1.A. Revise the PWO By-Laws to change the status of the Assessment Committee	Objective 1.A. has been met	No further action needed		
b) 2.A. Create a glossary defining relevant assessment terms	Objective 2.A. has been met. The webmaster has not yet posted the glossary to the website	Susanne will remind Wallace to post the glossary	Susanne	9/18
c) 2.B. Formulate a model of how assessment is	Objective 2.B. has not yet been met but Susanne developed a first draft of the model. This will need to be reviewed/revised by the committee.	Draft of the model was distributed at the meeting and Susanne will email it out.	Susanne	9/13

conducted at various levels at OLC		All committee members are asked to review the draft by next meeting	All	10/2
d) 2.C. Continue development of the general education assessment framework including methodology, rubrics, and definitions of general education outcomes	Objective 2.C. has not been met because of changes in responsibilities as a result of the creation of the General Education Faculty Director. Since the General Education Faculty Director position is currently vacant, the Assessment Committee will take a more prominent role in the assessment of GEO 9 Demonstrate proficiency in the use of standard computer technologies in Fall 2015	Susanne will invite Jim Dudek and Christine Zweig-Stagnetto to our next meeting to work on the GEO 9 rubric	Susanne	9/13
e) 2.D. Develop the co-curricular framework	Objective 2.D. has almost been met. The Co-Curriculum Policy was sent to Instructional Affairs for approval. Procedure will still need to be developed to guide assessment of co-curricular activities beyond assessment of implementation	Will be revisited during 2015-16	All	TBD
f) 2.E. Revise the Assessment of Student Academic Achievement Policy and Procedure	Objective 2.E. has not been met.	Will be revisited during 2015-16	All	TBD
g) 2.F. Finish development of the Program Review Handbook	Objective 2.F. has not been met. Administration asked the Committee to further improve the revision of the policy/procedure that the Committee approved a year earlier.	Will be revisited during 2015-16	All	TBD
h) 2.H. Create a faculty feedback form that departments may use to collect input from instructors	Objective 2.H. has been met.	No further action needed		
i) 3. Evaluate the current syllabus template and revise it if necessary	Objective 3 has been met. Discussion re. the increased length of the syllabus due to inclusion of summaries of policies and course-degree-gen ed alignment information. The policy summaries were requested by PWO and the VP of Instruction and the alignment information is needed for HLC.	No further action needed		
j) 4.A. Assess which	Objective 4.A. has been met.	No further action needed		

cultural activities students would most like to see implemented as co-curricular activities at their college center				
k) 4.B. Prepare the course evaluation data for use by the academic departments	Objective 4.B. has been met. Susanne completed this task. For 2015-16, it needs to be discussed how the course evaluations can be used more effectively	Susanne will meet with Tina about how to use the course evaluations and to discuss responsibilities	Susanne and Tina	9/25
l) Provide feedback to the Woksape Tipi on the assessment of the Information Literacy Course Modules	Objective 4.C. has been met.	No further action needed		
m) Review the Worldwide Instructional Design System (WIDS)	Objective 4.D. has been met.	No further action needed		
VI. Update Assessment Director	Tina was unable to attend the meeting therefore no update at this point.			
VII. 2015-16 Charges	The official 2015-16 charges have not yet been finalized	TBD	All	TBD