

**Assessment Team
Minutes
March 28, 2002
1:00 p.m. –2:00 p.m.**

Members present: Dr. Rob Scott (Chair), Dr. Noni Threinen, Dr. Anita Manne, Mike Skoglund, and Emily Tweed.

Absent: Steve Erickson

Discussion.

The assessment team initiated the discussion regarding the purpose, format and content of the Assessment “Kick off” meeting for faculty. The date of the event was discussed and evaluated against the final exam schedule to determine any conflicts that may exist with faculty. Two potential dates were identified. These are:

- 1) The morning of Thursday, April 11th
- 2) The morning of Tuesday, April 16th.

Potential times are 9:00 a.m. to 10:30 a.m. and 8:30 a.m. to 10:00 a.m. respectively.

The purpose of the kick off session was discussed. Consensus was reached that its purpose is to provide our faculty with an understanding of the purpose and process of assessment. It was decided that it is not the intent to be a “training” session.

The committee discussed the format and content of the session. It was felt that it should be a session that is lead with a message delivered by the president outlining the need and direction of the institution for assessment. It should also include a motivational “plead” to participate.

Following the president, it was felt that an outside speaker should be acquired to provide an overview for the value of assessment for faculty and what it is like to “live” assessment for an institution. Susan Hatfield was suggested as a possible speaker. It was additionally suggested that Peggy Maki be contacted at AAHE in order to obtain an expanded pool of possible speakers.

Action: Dr. Scott will contact both Susan Hatfield and Peggy Maki as per the above.

Following a presentation by an outside “consultant” it was decided that it would be appropriate for the assessment committee to provide an overview of the

assessment plan. It was felt that this should not be exhaustive but rather a preliminary summary.

The event will culminate with the president.

Additional conversation was had regarding the need to develop an assessment notebook for the faculty. The notebook will be provided to them at the beginning of the session. The intent of the notebook would be for the faculty to keep further information on assessment that is made available. Initially, this notebook will have a copy of the assessment plan.

Action: Dr. Threinen will work to conceptualize and develop this notebook

Next meeting was scheduled for Friday, March 29, 2002 from 8:30 a.m. to 10:00 a.m. in the Fetzer Board room.

Minutes written by: Rob Scott

Approved by; _____
Rob Scott, Assessment Team Chair.

Date