



Committee:	Assessment
Type of meeting:	Monthly meeting
Time:	October 3, 2014 10:43-12:24
Location:	Graduate Studies Office

Attendance: Susanne Auer (chair, minutes), Tina Merdanian (Director of Institutional Assessment/Research, ex-officio), Ahmed Al-Asfour, Rainey Benson, Kim Bettelyoun, Jenni Rodin, Michelle Bruns, Karla Witt

Agenda Topic	Discussion	Action	Responsible Party	Time Due
<b>I. Wocekiye</b>	offered by Michelle			
<b>II. Woksape</b>	offered by Jenni			
<b>III. Approval of Minutes</b>	May minutes - Kim moved -2 <sup>nd</sup> by Ahmed – approved unanimously  Sept Minutes – Jenni moved – Susanne will add the Date, Kim 2 <sup>nd</sup> . Approved unanimously.	May minutes approved  Sept minutes approved		
<b>IV. Revised By-Laws</b>	Discussion held regarding the name of the committee. Committee needs to be clearly defined in the By-laws, not necessarily the title. “Vice-President” will be added to ‘e’ of the By-Laws. “minutes will be added online” will also be added to ‘d’. Committee name will be changed to “Assessment and Accreditation Committee” Motion to approved changes made by Ahmed. 2 <sup>nd</sup> by Kim. 5 in favor, 1 abstaining. Motion	By-laws being revised	Susanne	

	passes.			
<b>V.</b> Co-curricular Framework	Discussion and explanation of the framework was held.	Draft will be sent out to all Center Directors and Chairs for review and feedback.	Tina	
<b>VI.</b> Glossary	Reviewed glossary – need “recruitment”, “standardized testing”, and “co-curricular”	New terms will be added and it will be “cleaned up for punctuation	Michelle	
<b>VII.</b> College Center Cultural Activity Survey	Discussion held about what has already been and what is out there.	Draft a cultural activities survey and send it out	Susanne	
<b>VIII.</b> Reports Inventory	Dawn has charged Tina with 5 year inventory on 2012-13 and 2013-14. To see if we did what we said we were going to do.	We will have a special meeting regarding IEPs	Tina	TBA
<b>IX.</b> WIDS (Worldwide Instructional Design System)	Suggested that we all look through the WIDS website before next meeting	Review <a href="http://www.wids.org">www.wids.org</a>	All	Nov. 7 <sup>th</sup>
<b>X.</b> Other Tasks	Mention that framework will need to be finished and the assessment of student learning. Policy also needs to be created for co-curricular activities assessment	Need to be worked on in the near future	Susanne	
<b>XI.</b> Assessment Academy Update	Assessment academy report – on pages in – ability 3 outcome 4 – need to decide which artifacts from which courses will be collected this semester today. At next meeting an assessment schedule should be set.	An email will be sent out to department Chairs regarding artifacts for courses needed	Kim	