



Committee:	Assessment
Type of meeting:	Monthly meeting
Time:	November 7, 2014 1:19 – 3:06
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, Michelle Bruns, Karla Witt

Agenda Topic	Discussion	Action	Responsible Party	Time Due
I. Wocekiye	offered by Tina			
II. Woksape	offered by Kim			
III. Approval of Minutes	October minutes – Kim moved – 2 nd by Rainey – approved unanimously.	October minutes approved		
IV. Old Business:				
a. Update regarding revision of By-laws and name change (Leslie Mesteth)	Leslie presented information to Tom – recommended that the we be a permanent stand-alone committee under instructional affairs	Write up recommendations on how committee defines itself and aligns itself within the institution as a standing committee	Susanne and Tina	11-13-14
b. co-curriculum policy	Susanne completed draft policy	Tina will be developing more co-curricular goals to add	Tina	12-5-14
c. College center cultural activity survey	Susanne created a cultural activities survey for college centers at their request. Wopila Ceremony, Traditional Food	Needs to be aligned to strategic plan. Rainey will put together introduction	Susanne and Rainey	

	Preparation/Preservation, Song & Dance	paragraph.		
d. glossary	Michelle – has not added new terms yet. “Cohort” is another term that needs to be added.		Michelle	12-5-14
e. worldwide instructional design system (WIDS)	No action has been taken.	Will need to look at by next meeting	All	12-5-14
f. program review handbook	Passed out copies of Program Review Handbook.	Need to review pages 9, 11 & 12 for sure. Review – make suggestions. Kim will revise the Self-Study Format.	All Kim	12-5-14
V. New Business a. a. course evaluations	Susanne put together summary of Spring course evaluations at Dawn’s request. No conclusions drawn on data yet. Interesting note of lack of Foundational Studies participants in study. It has been suggested by one Center Director that course evals be offered by week 8. Discussion held in this regard.	Some recommendations need to be written on how survey is set up on the system.	Susanne	
b. curriculum review	Will need to review curriculum changes before they are presented to Instructional Affairs to include assessment plan. Suggestion made that a checklist made of items to include for curriculum changes- must be checked off by Assessment Committee and Instructional Affairs Committee. Suggested that one person on Assessment committee be the designated person that will receive the curriculum items for review – changes	Suggest to Instructional Affairs Committee that checklist be made. Kim will send a rough draft idea to Rainey. Rainey will speak with Shannon (Chair of Instructional Affairs)	Rainey	

	must be submitted one week before and assessment committee will meet one hour before committees to review			
c. updates by Director of OIAR (Tina Merdanian)	No report at this time. Tina had to leave.			
d. Update Assessment Academy	Kim reports Gen Ed will get together will get together one hour before meeting next Friday at 8:30 to finalize Gen Ed rubric. Main report does not have schedule for gen ed.assessment.	Kim will develop gen ed schedule for assessment.	Kim	
e. Student orientation syllabus	Kim stated that this syllabus needs to be ready to be used by next semester. Need more for topical content area. May contact HeSapa College Center for their information/content.	Will continue to work on and will discuss and next meeting. Final approval via email.	Kim	12/2014
f. Syllabus template	Discussed syllabus template and some of the issues surrounding it. Suggested sending out a survey about the template and what changes faculty would like to make.	Will discuss more in depth at a later date	Michelle	over Christmas Break