



Committee:

Assessment

Type of meeting:

Monthly meeting

Date/Time:

December 1, 2017

11:26am-12:00pm

Location:

Graduate Studies Office

Attendance: Monique Apple (secretary, minutes; Social Work), Susanne Auer (chair; General Education/Continuing Education), Marlene Bear Stops (Lakota Studies), Richie Meyers (Humanities and Social Science), Kim Petersen (vice chair; Humanities and Social Science), Ted Hamilton (ex-officio; Assessment Office), Crystal Paulson (Vocational EducationW),

Absent: Karen Lone Hill (Lakota Studies), Linda Olsen (Education), Karla Witt (Math, Science, and Technology)

Guest: Shannon Amiotte (Instructional Affairs; Education), Elena Cisneros (Assessment Office)

Agenda Topic	Discussion	Action	Responsible Party	Time Due
I. Wocekiye	offered by Crystal			
II. Woksape	offered by Kim			
III. Approval of 10/13/17 Minutes	One change: Delete the word “minutes” after Susanne’s name, insert the word “minutes after Monique’s name under attendance. Motion by Richie to approve 11/03/17 minutes. Second by Kim	Approved	Unanimous	N/A
IV. Reports	Presented 1 st reading of changes to course descriptions for ECH 203, ECH 243 and ECH 363. Assessment Committee reviewed course description changes for each class.	Approved	Unanimous	N/A
a) Instructional Affairs – Shannon Amiotte	Motion to approve 1 st reading of ECH 203, 243, 363 by Crystal, second by Kim.			
b) Assessment Director – Ted Hamilton	In strategic planning process with Achieving the Dream program. Tom, Dawn and Assessment Office still discussing whether they will have a 3, 5, or 7-year Strategic Plan. Plan will be ready by Fall 2018. AIMS/ACAS Data Report will be sent out to everyone-Ted			
c) General Education Director – Susanne Auer	<ul style="list-style-type: none"> General Education Assessment Fall 2017: Susanne will consider scheduling scoring GedEd artifacts in February when PWO meets. She will send out a notice. 	N/A	N/A	N/A
d) Continuing Education	IACET Accreditation package has been purchased.	N/A	N/A	N/A

Coordinator - Susanne Auer				
e) Committee Members Reports	Discussion initiated by Kim to revise Department Observation Forms. Recommendation by Ted to take this to each department to tailor what department needs, and connecting course evaluation to the observation form. Generic Observation Form is in policy. Ted is willing to schedule with each department to develop observation form.	N/A	N/A	N/A
V. New Business a) Course Evaluation Form	Assessment Committee reviewed and discussed the current Course Evaluation Tool. Ted suggested bringing idea to revise Course Evaluation Tool to the Chairs for their input. Motion to bring to the next Chair meeting in Feb.	N/A	N/A	N/A
b) Department reports	The committee decided that departments should be invited to present their assessment strategies to the committee. The primary purpose of this is to share best practices. The departments should email their assessment plan(s) and possibly assessment reports to the committee ahead of time. Kim Petersen will present at the next January meeting.	Humanities and Social Science Department will present Assessment Plan	Kim	January
VI. Adjourn	Motion to adjourn: Kim, 2 nd by Richie	Meeting adjourned at 12: 41pm		