

ASSESSMENT MEETING

October 24, 2006

Present: Debra Backus, Larry Bloom, Sharon Gott

Presiding: Sherry Becker-Gorby

Regrets: Seyed Mirkhani, Tim Tirrell

Agenda Item	Discussion	Action
Minutes	The Minutes from the October 9, 2006 meeting were reviewed. The minutes were approved as presented.	
Course Level Assessment: Practitioner Faculty Course Survey Administration	<p>SB-G asked for follow-up on survey administration. D. Backus sent surveys to the faculty in her department (approximately 27). All but 5 were sent via email. The remaining 5 were sent via US mail an interdepartmental mail. These were sent on Monday. She has already received 5 in response.</p> <p>L. Bloom will connect with his faculty this week.</p> <p>SB-G sent an email to S. Mirkhani requesting an update on his department.</p> <p>Return date was set for Nov 6, 2006.</p> <p>Completed surveys are to be forwarded to SB-G for compilation.</p> <p>Intention is to provide summary the week following receipt of surveys, The results will be used for the next stage of this progress.</p>	S. Mirkhani will respond to email request for departmental update
Course Level Assessment: Target Courses and Pilot Update	<p>Program Directors provided an update on course level assessment pilot project activities. D. Backus is waiting for response from M. Brenner. She expects to have questions finalized by end of this week. Progress is good in her department and they will be ready for implementation at end of term</p> <p>S. Gott has received questions from 2 faculty. A pool of questions linked to outcomes is now available. She just needs to finalize which questions will be used on the examinations. Progress is good in her department and they will be ready for implementation at end of term.</p> <p>L. Bloom has had difficulty connecting with the faculty to be involved in the pilot project. One course is a new course so available instruments for review may be limited. He will be ready for project implementation by end of term.</p> <p>SB-G sent an email to S. Mirkhani requesting an update on his department.</p>	S. Mirkhani will respond to email request for departmental update

Web Site and Bulletin Board for Faculty Development	This item was tabled until the next meeting since S. Mirkhani serves a crucial role in this process	
Website for Assessment Committee	SBG contacted E. Alt regarding possibility of setting up a website for Assessment (and LOT) committee activities. This can be easily done. She was unfamiliar with operations of WebCt as a comparison. SB-G contact Registrar at Northern since she has set up committee information in both formats. Her recommendation was to use a website for increased access over multiple terms. Categories of information to post include: agendas, minutes, institutional assessment plan, departmental assessment plan, assessment calendar, reports and resources. The committee felt that assessment activities and information should be easily accessible and available to all interested. The group recommends that site access not be restricted. No final decision will be made without input from S. Mirkhani and T. Tirrell.	SB-G will discuss pros and cons of both formats with S. Mirkhani
Other: Program Assessment Plans	SB-G reminded program directors that their first draft of program level assessment plans are due the week of Nov 1.	
Other: Faculty Evaluations	D. Backus has scheduled 18 evaluations set up. She is working with Crystal to set up a database to track evaluation activities. SB-G noted that faculty evaluation should be added to Academic Services staff meetings.	SB-G will follow-up with S. Bungard regarding summary data from Course evaluations. SB-G will ask T Tirrell to place this on the next Academic Services staff meeting.
Other: MCRF Update	D. Backus will present MCRFs at the November LOT meeting. She is working with Crystal to transfer information from course syllabi. D. Backus is adding information not contained on the syllabi and is using catalog descriptions in the current catalog.	
Nest Meeting	The next meeting is scheduled for Thursday, November 9 at 9:00 in the HARCO room.	

Respectfully submitted by Sherry Becker-Gorby

Approved: November 9, 2006