



Assessment Committee Minutes

October 12, 2018

Library Conference Room

3:00 p.m.

Co-Chairs – Carol Reifschneider / David Krueger

**Members:** Alisha Schroeder, Carol Reifschneider, Chris Wendland, Cristy Ozburn, Dan Ulmen, Darlene Sellers, Dave Krueger, Jay Howland, Joshua Meyer, Kelly Amtmann, Lindsey Brandt-Bennett, Margaret Campbell, Marianne Hoppe, Neil Moisey, Steven Don, Steven Wise, Suzanne Hunger, Tracey Jette, Valerie Guyant

**Members Present:** Alisha Schroeder, Carol Reifschneider, Cristy Ozburn, Dave Krueger, Lindsey Brandt-Bennett, Marianne Hoppe, Steven Wise, Tracey Jette, Valerie Guyant

1. Call to Order at 3:00 pm
2. Review of the minutes from September 28, 2018
  - Valerie moved the minutes be accepted/3 corrections were needed-Suzanne was not at the meeting, Marianne Hoppe was at the meeting, and Cristy Ozburn does not have an “h” in her name/Tracey seconded the motion as amended/the minutes passed.
3. SLAP form was discussed
  - Does the form assist in setting up info in Task Stream?
  - Is there a better way to get info into Task Stream?
  - Decided not to use in future—replace with what?
4. Cristy described the template she used to put her info into Task Stream
  - She will email out the form/template she used (I forwarded the forms to the whole committee)
5. Discussion about aligning program goals in Task Stream to Core Themes
  - Everything needs to be measurable
  - Academic departments:
    - Mission statement for each program
    - Goals/outcomes/objectives/measures
  - Non-academic departments:
    - Operational plan/outcomes/measures/action plans/timeline-findings
6. Assessment Committee will review all programs in Task Stream

Rubrics to be determined

7. Timeline – Colleges will have 2017-18 cycle complete by October 31, 2018  
Colleges will have 2018-19 plan entered by November 28, 2018
8. Next meeting - October 25, 2018  
Future meetings Nov 8, Nov 20 and Dec 6  
Meeting invites will be sent out
9. Meeting adjourned at 4:15 pm