

February 7, 2011

3:00 to 4:00 PM COE 122

## Assessment & Accreditation Council (AAC)

Meeting Called By:	Diane Duin Mary Susan Fishbaugh	Attendees: Diane Duin, Elizabeth Fullon, Linda Wham Tasneem Khaleel, Tammi Miller, Rita Kratky, Megan Thomas, Brent Roberts, Michael Barber, Matt Redinger, Barbara Wheeling.
Type of Meeting:	Monthly	
Facilitator:	DD & BW	

**Please Read Prior:**

Please Bring:

### Topic A

Presenter Name(s): DD      Notes Taken      Time

#### AAC Organization

Notes: Transition to Barbara Wheeling as the chair of the Council.

Action Items:	Person Responsible:	Approved/Rejected/Tabled:
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### Topic B

Presenter Name: BW      Notes Taken      Time

#### Assessment

Notes: Barbara gave a recap of Project 1 (ongoing) and Project 2 (workshop completed last semester). She reminded the group that the NWCCU first year report is due in September. Two items for the report are 1) the development of core themes, objectives (goals) and indicators and 2) responses to the recommendations of the last evaluator's report. One of the those recommendations addressed learning goals, hence, the workshop on learning goals (Project 2) and the ongoing exercise on assessment (Project 1).

To that end, **assessment goals** this year are 1) conduct assessment and report results for any program that did not report assessment results last year (by the end of the spring semester) and 2) identify learning objectives that should be re-phrased to more clearly indicate observable tasks. Project 1 is designed to address each of these goals. After completing Project 1, assessment coordinators are asked to meet with the faculty to work on re-phrasing identified learning goals.

Action Items:	Person Responsible:	Approved/Rejected/Tabled:
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## Topic C

Presenter Name: BW Notes Taken Time

### 2011 Timelines

Notes: In order to have time during the summer to write the first year report, the assessment goals and core theme goals should be completed by the **end of the current semester**. More specific timelines on assessment will be communicated later. **By the next Council meeting**, indicators should be developed for each of the core theme goals. After the next meeting, the core themes, goals and indicators will be distributed for public comment. Public comment will be completed **by the April Council meeting**. The Council will work on finalizing these items at the April meeting.

Action Items:

Person Responsible:

Approved/Rejected/Tabled:

## Topic D

Presenter Name: BW Notes Taken Time

### AAC Bylaws

Notes: Revision of the bylaws is required due to the new chair and to make sure that all campus constituents are represented on the Council. The AA Council will be expanded to include all entities outlined in Dr. Young's original organizational chart. This inclusion will also need to move those identified into "core theme" groups. Barbara will work with Mary Susan to make these revisions.

Action Items:

Person Responsible:

Approved/Rejected/Tabled:

## Topic E

Presenter Name: DD Notes Taken Time

### Core Themes and Goals: Work to Date

Notes: Diane presented the list of core themes and goals. The document included the hierarchy of items: core theme, goals, indicators (what we intend to measure), tool (how we measure, for example, student papers, surveys), measure (rubrics, scores, numbers), data (compilation of the measures) and analysis. Diane discussed these items to clarify definitions. Diane mentioned that core themes were revised slightly to include verbs and to simplify the fourth core theme.

The COT submitted comments on the core themes today and Diane volunteered to have Elaine incorporate them into the original document. The document will be resent to Council members.

Action Items:

Person Responsible:

Approved/Rejected/Tabled:

## Topic F

Presenter Name: DD Notes Taken Time

### Core Themes and Goals: Work Groups

Notes: Diane outlined a plan to form work groups, one for each core theme. The **tasks for the work groups** are 1) review the goals for content and wording and 2) develop indicators for each goal.

Council members volunteered for the following core themes groups:

Support Individual Learning—Rita Kratky, Diane Duin, Megan Thomas  
Cultivate Teaching Excellence—Tammi Miller, Michael Barber and Linda Wham, Brent Roberts, Matt Redinger, Tasneem Khaleel.  
Promote and Engage in Civic Responsibility—Elizabeth Fullon  
Enhance the Community—Megan Thomas and/or Brent Roberts  
 Barbara will work with each group.

Barbara will contact other members of the Council to serve on core theme groups, send out examples of indicators from other schools to groups and meet with individual colleges on assessment activities to complete this semester.

Action Items:	Person Responsible:	Approved/Rejected/Tabled:
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## Topic G

Presenter Name: DD Notes Taken Time

### Meeting Schedule

Notes:

**Next meetings: March 14 and April 11, 3:00 pm, COE 122**

Action Items:	Person Responsible:	Approved/Rejected/Tabled:
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