

**Assessment Committee Meeting  
Minutes  
September 26, 2011**

**Members present:** Cassie Majetic, Ella Harmeyer, Jessica Ickes, Carrie Call, and Laurie Lowry

**Not present:** Representative from Student Affairs, Catherine Pellegrino, Daniel Flowers, and Susan Latham

The committee approved the minutes from September 14, 2011.

**Old Business:**

Jessica shared several updates:

- The Assessment Committee has been added to the agenda for the November 3, 2011 Council of Chairs meeting. The goal of our attendance at that meeting will be to ask two main questions: What are the current development needs of your faculty in terms of assessment? Who are the “experts” in assessment in your department (i.e., clicker users, rubric writers, etc)?
- Jessica spoke with Laura Haigwood about setting up some faculty development collaborations with neighboring institutions. Laura provided contact information for individuals at IUSB and Notre Dame; Jessica will follow this up.
- Jessica reiterated that there are examples of previous assessment workshop materials on the Committee website for perusal - <http://www3.saintmarys.edu/assessment-committee/resources>
- As of 3pm on 9/26/2011, four of five interested departments have committed to participate in the departmental-level Lumina Degree Profile project: Biology, Nursing, Psychology, and Modern Languages. We are still waiting to hear from Social Work.
- All assessment grant meetings are scheduled and will begin in late October. Jessica also reported that she sent an email to the faculty, reminding them of the availability of travel grants for assessment; applications are accepted on a rolling basis.

**IUPUI Assessment Conference:**

Jessica, Daniel, and Laurie are planning to attend this conference at the end of October. Jessica suggested that those who are unable to attend may wish to peruse the online program and send names of potentially interesting sessions to her so that at least one person can attend and gather information to share with the committee.

**Discussion of Assessment Template:**

Jessica presented the Assessment Template – a tool devised during the Assessment Academy, and shared with the HLC, that could be used by departments and faculty to develop formalized assessment plans. The primary goal of presenting this template to the Assessment Committee is to provide feedback before it is shared with the Sophia Program Oversight Committee. Jessica asked for a focused discussion around an

additional column added to the template at the request of the Dean – “Examples related to the Sophia Program.” The Dean requested that the Assessment Committee start to fill in this column with either present or possible future approaches to assessment.

Discussion followed, during which several suggestions and approaches to this task were put forth. During the discussion, it was suggested that much of the content found in the “Examples in a course” column would echo the assessment approaches for individual faculty teaching Sophia Program courses. The content of the “Examples in a program” column would be the most likely blueprint followed when planning assessment for Sophia elements like Academic Experiential Learning and LO3s. The committee therefore proposed that rather than repeating this information, we add a paragraph addressing this connection and suggesting appropriate language that would be needed when discussing the Sophia Program. Jessica agreed to draft this paragraph and Cassie agreed to review it before it is submitted to the Dean.

**Business for Future Meetings:**

- Carrie will provide some Academic Experiential Learning Assessment tools for the October 12 meeting
- Jessica asked that all committee members look over the current Charges to the Assessment Committee (in the Governance Manual and materials provided at our first meeting in May with the Dean), and come prepared to discuss this. In particular, our conversation should focus around two questions: What should be the charges to the committee? What do we want to do/accomplish?

Respectfully Submitted,  
Cassie Majetic