Assessment Committee Meeting Minutes

Friday, September 4, 2020

1. **Opening:** The regular meeting of the Assessment Committee was called to order at approximately 12:00 on Friday, September 4th by Justin Tickhill. This meeting was held online via ZOOM.
2. **Present:** Chris Barker, Leesa Cox, Gina Kamwithi, Christine Lynch, Justin Tickhill, Dan Wagner, Lori Zeigler (Recorder)
3. **Minutes**

Minutes from January 24 were reviewed and approved.

1. **CWO/PAR/PFSS**

Discussion took place regarding groups to be invited to review their PARs and the letter that will be sent out. It was noted that English has been here several times and a member of the English department is on the committee.

There should be a statement regarding the soft skills rubric. It is not a requirement, but is encouraged.

 A suggestion was made to send the questions via a survey. They can answer the questions prior to coming to the meeting. This would allow us to give feedback to program directors that always have class on Fridays and cannot make it to the meeting. All agreed to send the questions via survey monkey. Gina will setup the survey monkey and give access to all assessment committee members.

Justin will add a question asking if they are a program that does not collect CWO’s.

There may be a problem with faculty not being able to find things and not asking. There might be a lack of understanding on how the CWOs work.

1. **Co-Curricular Assessment**

There is going to be a follow-up letter to the co-curricular groups. Gina will send the letter to the committee to review prior to sending it out.

1. **Future Spring 2020 Meeting Dates:**

Meetings will continue to be the 1st and 3rd Friday of the month @ 12:00. Spring semester meetings will be Fallerius Room 164.

1. **Adjournment**

Meeting was adjourned at approximately 12:30.

Respectfully submitted by: Lori Zeigler