

December 5, 2018

Present: Professors Desmond Cummins, Laura McClusky, Katie Waugh (chair), and Provost Cindy Speaker

The Chair called the meeting to order at 4:30 p.m.

1. Minutes

Minutes from the November 28, 2018 meeting were approved as presented.

2. Meeting time for Spring 2019

The Committee will meet on Mondays from 3:00-4:00 p.m. during the spring semester. The first meeting will be January 17th which is the first day of classes (while actually a Thursday, a Monday schedule is being followed).

3. Assessment Discussion

The Committee discussed the assessment work from programs who received outreach last academic year. While some definitely appear to be making progress, others have not. Considering the assessment work submitted overall, it appears that some programs are using the reports and plans as means of program assessment rather than the assessment of student learning. It was suggested that we provide examples of good assessment work. This led to a discussion about what is a good assessment report and plan. And that it's likely the Committee itself needs to be sure that all are in agreement. The Chair distributed a draft rubric which led to a discussion of how guidelines and rubrics should mirror one another in order to be helpful to the faculty in doing the work that has been asked of them. The Committee discussed a timeline for its assessment work – aiming to complete it by the end of February.

4. Position Requests

The next deadline for position requests is January 15th. The Committee will review them at its first meeting of the spring semester. The Committee discussed moving to a once a year deadline and agreed to phase that in next academic year accepting requests September 15 and then March 31 which will become the new yearly deadline. The Provost will announce this change at the December Faculty Meeting.

5. Homework Assignments

The faculty members are to each pick three programs from their assigned group to review that they want everyone to read. They are to name their three via email by December 14th including the reasons why they chose them. Discussion on these will take place at the January 28th meeting.

The meeting adjourned at 5:32 p.m.

Respectfully submitted,

Cindy Speaker, Provost and Dean of the College