Assessment Committee Meeting Minutes
Thursday, May 3, 2018
3:00 p.m. – 4:00 p.m.
North Mankato – President’s Conference Room
Faribault Campus – President’s Conference Room

Members Present
Emma Bauman, Jenifer Clay, Barbara Embacher, Elaine Hardwick, Doug Laven, Becky Miller, Jodi Olson, and Mark Paddock

The meeting was called to order at 3:00 p.m.

Minutes from the April meeting were approved.

Mentor/Mentee Updates
Becky Miller Reported:
➢ Visual Arts – Becky will meet with the Visual Arts faculty on 5/10/18 to work on their plans.
➢ Becky will send out an email to her mentees reminding them of the final due dates for their Assessment Plans before the end of the academic year. If the plan is not submitted by the end of the term, they will have the opportunity to complete their plans on the June work days.

Jodi Olson reported:
➢ Mechatronics will have both the 2016/2017 and 2017/2018 plans completed by the end of the year.
➢ Business Management – Jodi will work with Roberta Moorhouse and Shayne Narjes to create and complete the Business Management Assessment Plan.

Library Materials
Becky received an email from Kim DeMarce in the library encouraging the Assessment Committee to submit titles for her to order to improve the selection of assessment tools in the libraries. If you have any suggestions of any assessment books, periodicals, tools for mentoring, etc. that we should order, let Becky know, and she will have Kim order them for both campuses.
Committee Membership
Membership on the committee needs to be increased. Becky requested that each member try to recruit a new member for the 2018 – 2019 academic year. It would be ideal to have a representative from each division.

Becky will reach out to the Division Leads and ask them to find a representative from their division to serve on the committee.

Committee Initiatives
Becky provided a list of initiatives to the committee for consideration moving forward next year. A majority of the meeting was spent brainstorming a plan. Barb Embacher suggested the committee review the list and narrow it down to the top three initiatives.

Top Three Initiatives:

- Create a structure to review the effectiveness of program assessment plans. Focus on assuring use of assessment results.
- Focus on assessment of Institutional Core Competencies as part of the assessment of liberal arts and across programs of study.
- Create and implement a comprehensive long-term assessment training program.

August In-Service
The committee decided that there would be a significant amount of time allotted for the mentees to meet with their mentors during August In-Service. The focus of the meetings will address our first initiative, “Create a structure to review the effectiveness of program assessment plans. Focus on assuring use of assessment results.”

At in-service, mentees will be encouraged to share their assessment results, focusing on the stated recommendations from their 2017 – 2018 plan and how they have incorporated the suggested changes into their curriculum moving forward. Mentees will share their assessment techniques, rubrics, and any “aha” moments they found when analyzing their assessment results. The sessions are meant to be a time to share with your peers. The hope is that this will be a learning experience and will help to spread the assessment message and all the good work that is being done.

The next meeting will be held on Thursday, September 13, 2018, at 3:00 p.m.

Meeting adjourned at 3:50 p.m.
Recorder
Mark Paddock