Assessment Council Meeting  
Tuesday, February 3, 2009  
Carrington Hall

Present
Norma McClellan (Chair)  
Martha Kirker  
Jane Doelling  
Donald Fischer  
John Llewellyn  
Katherine Coy  
Anthony John

Absent
Peter Richardson  
Arbindra Rimal

One of the main purposes of this Council meeting was to discuss the schedule of the assessment report schedule and to make sure it aligned with the university program review schedule. After programs that are being reviewed in 2010-11 were identified, it was decided that these programs needed feedback on their assessment very soon so that they could make needed improvements in time for their program review. As the Council went over the list of programs it was noted that all of these departments except Early Childhood and Family Development had received feedback on their assessment reports recently. Concerns were then raised that the feedback was not being given enough in advance, and that the Council should be targeting departments up for review in 2011-12, giving the departments over two years to use Assessment Council feedback. There seemed to be general consensus on this point, though no definitive plan was made. A revised calendar that integrates the university program review schedule and the Council’s plan to give assessment feedback should be an item in a future meeting’s agenda.

The second purpose was to review the language of the assessment sections of the Annual Report for Academic Units – Programs and Departments. This report had been discussed in previous meetings, and John Catau had said that assessment could possibly go into the program review document. Katherine Coy took the language directly from the assessment website, and the Provost approved all of it. After perusing the new assessment sections of the report Council members seemed very pleased with the clear wording and directions. The assessment sections of the Annual Report are critical enough that they are appended on to the back of the report. While some Council members feared that changing the report would be adding yet another report to already overwhelmed deans and faculty, others felt that this would decrease the load and worry because the assessment report was now part of the annual report and not separate anymore. Council members were confident that this change will mean better reports for them to work with in the future.