

Assessment Council Meeting Draft Minutes

Senate Office Conference Room – Preakness Hall 219

Wednesday, September 26, 2018, 12:30-1:30

In attendance: Cara Berg (Chair, 2017-18), Denise Yuciel, Heejung An, Sharon Ryan, Arlene Scala (visit to discuss charges for 2018-19 year)

- Meeting begun at 12:30.

- Arlene Scala brought the Council's 2018-19 Charges. While she was there, it was asked if there was anything on assessment of faculty needs. Arlene said she would bring it to the Senate Executive Meeting.

- Discussion of the charges ensued:
 - a. Charge 1: Cara noted that Charge 1 was resulted in what the council had worked on last year with program review (referred to in the Year End Report 2017-18). She noted that last year's discussions seemed to frame this year's need.
 - b. Charge 2: Heejung placed a request for a BB Collaborate shell. It was decided that an email chain would start up before the next meeting to discuss what might be in the shell. While we will discuss it on our own, we also talked about possibly bringing it to a future Senate meeting for feedback and additional helpful content. It was mentioned in this discussion and others that assessment looks different for different colleges, and the council would respect that by keeping a shell as generic as possible.
 - c. Charge 3: Members appreciated this charge for the opportunity to advance research and increase interdepartmental collaboration.
 - d. Charge 4: Suggestion that word change from department to program/department. Cara will reach out to Peter. She also noted that this was a brand new charge not based on anything yesterday.
 - e. Standing Charges 1: Cara noted that last year, most of the discussion around Program Review worked with Standing Charge 1.
 - f. Standing Charges 2: The content of the Blackboard shell could be useful in working on Standing Charge 2. Our collaboration on Research & Scholarship initiatives would also address Standing Charge 2.
 - g. Overall, it was noted that all the charges required some form of collaboration with other councils or departments.

- Appointment of Chair (and/or Co-Chairs)

Cara served as chair for 2017-18. She noted that since slightly over half of the members were in attendance, she would send out a poll seeing if there is anyone interested in serving as Chair or Co-Chair for this year.

- Future meetings were set for the fourth Thursday of each month*. A suggestion was also made that if it looks like a meeting will have low attendance, to hold it virtually:
 - h. November 1 (Oct 25 is the fourth Thursday and is the Council Chairs Luncheon)
 - i. November 29 (Nov 22 is the fourth Thursday and is Thanksgiving)
 - j. No December meeting
 - k. January 24
 - l. February 28
 - m. March 28 (note: will need to be rescheduled)
 - n. April 25

- Before the meeting on Nov 1:
 - Cara will send out a poll to the committee to see if there is any interest in serving as Chair or Co-Chair.
 - Chair or Co-Chairs will be named.
 - Cara will email the committee to discuss potential content for the Blackboard Shell.
 - Sharon will email the chairs of Academic Standards, Research & Scholarship, and Advisement & Registration and invite them to attend a future meeting.

- Meeting ended at 1:30.