



**Be seen. Be heard. Be empowered.**

**Academic Assessment Committee – 4/11/18**

**Present:** Linda Cresap, Dan Ringrose, Mark Singer, Lisa Borden-King, Rebecca Ringham, Kathy Hintz, Laurie Geller

**Absent:** Cari Olson, Gideon Amponsah, and Andrea Donovan

We complimented Cari Olson on assessment plan that she sent.

Council for the Advancement of Standards in Higher Education ([www.cas.edu](http://www.cas.edu)) is a resource for non-academic assessment. CETL and orientation are using these standards already.

We need to determine that all courses meet the syllabus checklist. Department chairs have the syllabus template and are working on this. All courses for the fall should go through this process.

We also need to approve courses that are compressed courses.

We reviewed SS 283 and recommended that he indicate on the syllabus how the two and three exams compare with each other in terms of the number chapters. The diversity assignment appears to be in one class and not in another and should be notated.

For the compressed-format courses and multiple modes courses we will make a rubric that includes a schedule of major topics, assessments of student learning, contact hours, and learning outcomes/objectives. Kathy will make this rubric and send it to the Academic Assessment Committee for review.

We are only checking short-format courses for the summer and fall first 8-week. There are about 12 for summer and 24 for the fall. Chairs will check the courses first with the rubric and then send the syllabi and checklist to Laurie Geller by May 1 (or Laurie can pick a different day). Then the Assessment Committee will spend a morning with doughnuts provided by Laurie and check all of the courses. We will need to send a plan to Linda Olson on Friday for approval by Faculty Senate.

Respectfully submitted,

Kathy Hintz