ASCC Assessment Panel

Approved Minutes

Monday, October 14, 2013 12:00pm -1:30pm

110 Denney Hall

ATTENDEES: Breitenberger, Collier, Harvey, Hetherington, Hogle, Krissek

Agenda:

1. Approval of 9-30-13 Minutes
	* Breitenberger, Harvey, unanimously approved
2. Review Draft Assessment Plan
	* Rubric Development
		+ At the previous meeting the Panel developed lists of units to assist with the development of rubrics for Cultures & Ideas, Visual and Performing Arts, Social Diversity in the US, and Global Studies. The Panel made changes and confirmed the list of units to request representatives to assist with rubric development.
			- Ideally have 4 representatives per category
			- Sociology rather than Psychology will be requested for Social Diversity in the US
			- Global Studies rubric development will have 5 representatives and were determined based on the previous two subcategories.
		+ The Chair of each unit will determine the representatives. If there are units involved in more than one category the representative does not have to be the same person.
	* Assessment Plans
		+ If a course does not have an assessment plan it will need to be developed before submitting reports.
		+ The courses and units could use the rubrics if they are completed before reports are due.
	* Reports
		+ Course Set S1
			- Request reports within a few weeks.
			- First schedule meeting with the units to discuss course set report expectations.
				* Meet in groups by category
				* Letters will be sent out to officially request reports after the meetings.
			- Deadline for course set S1 reports will be the end of Maymester 2014
		+ Course Report Requirements
			- Provide a 1 page outline with attached document to provide more details.
		+ Social Diversity in the US and Global Studies
			- Will not look at these categories separately. Instead, review these categories when they are part of other courses that are being reviewed for another GE category in a course set.
		+ Reports should include assessment of all GE categories that the course satisfies. If the course fulfills multiple categories the report should separate each category to make reviewing the reports easier for the Panel.
		+ Meet with English and Spanish & Portuguese during Spring 2014 to discuss departmental reports
	* Chemistry 1100
		+ Spring 2014 the course will be offered in-class and as a distance learning course. The unit will do their own assessment and compare the in-class offering to the section being offered as distance learning. Will request that Chemistry also do GE assessment, too.
		+ Add course to the Course Set S1 reports being requested.