ASCC Assessment Panel

Approved Minutes

Monday, November 4, 2013 12:00pm -1:30pm

110 Denney Hall

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

1. Approval of 10-14-13 minutes
	* Hetherington, Soundarajan, unanimously approved
2. Assessment Plan Timeline
	* Autumn 2013
		+ Defined courses to request for Course Set S1 reports
			- A meeting will be scheduled soon with the representatives for these courses with Larry Krissek and Danielle Hogle. This is when the requirements for the reports will be made clear. There will be two separate meetings, one with representatives from the Cultures & Ideas category and the second with representatives from the Visual and Performing Arts category.
		+ After the meetings discussing the course set reports, the Chairs of the departments assisting with rubric development will be contacted.
			- During the rubric development meetings it would be useful to provide examples possibly from the GE Education Abroad reports.
			- A draft of a rubric will be provided to them using the VALUE rubrics.
	* Spring 2014
		+ Request Course Set S2 reports and determine the courses based on enrollment data
		+ Meet with English and Spanish & Portuguese to start developing rubrics and discussing departmental reports.
	* Suggestion to add GE assessment reporting expectations to the guidelines for proposing new courses.
		+ Under proposal requirements #4 “A GE assessment plan” add d) After the second offering of the course please submit an initial report summarizing the GE assessment results following the format of sections I and II of the “Assessment Report Requirements” (to be added as an appendix to the manual)
		+ This will entail more work for the Panel but will be beneficial to keep assessment continuous.
		+ Instructors do not have to add additional information to their proposal but this is information they should receive when submitting their proposal.
		+ Should expect submission within 2 years. If not, a reminder will be sent.
3. Determine Course Set & departmental report requirements
	* Panel discussed the report requirements and made them more concise.
	* 5 page limit (excluding the syllabus) per category being assessed. Ten page limit if reporting on multiple courses.
	* The updated Assessment Report Requirements will be added as an appendix to the ASC Curriculum and Assessment Manual.
4. GE Education Abroad Maymester Summary
	* The language of the rubrics (Benchmark, Milestone, Capstone) is not clear. This should be reviewed with the groups developing GE category rubrics to change the language to something more understandable. All rubrics need to stay consistent. Older rubrics may need to be modified.
	* Important to stress that instructors can give zeros and it’s expected that very few students reach the capstone level.
	* Calibration needs to be done with the working groups. Provide a student sample for this calibration activity.
	* Have an expert give a 10 minute introduction to groups working on rubrics.