

# MINUTES

## Institutional Assessment Committee

10/9/18

1:00pm-1:41pm

Bloomer Sullivan Gymnasium – Conference Room

### Members Present:

Jeremy Blackwood

Derek Cash

Stephen Knight

Ying Lin

Amy Madewell

Kay Daigle, Director of Assessment

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- Introductions were made by the members present.
  - The function of the committee was discussed. It was determined that the committee focus on the assessment reports this semester then delve into other areas charged to the committee next semester.

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- Jeremy Blackwood was elected chair by acclamation.

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- Google Forms Rubric was reviewed and discussed. It was suggested that a summary comment box be added and that question numbers be added to facilitate feedback statements.

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- Blackboard Course was reviewed. A discussion forum will be added for minutes approval.

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- Review and submission procedures were discussed. It was requested that the reports be completed by early November. The rubric should be completed on google forms. It was also asked that previous reviews be made available. Kay Daigle will look into getting those from TaskStream.