

Institutional Assessment Committee
Meeting date: August 23, 2016

Members and Guests Present:

Kay Daigle, Director of Assessment

Guest: Bryon Clark, Vice President of Academic Affairs

Guest: Tim Boatman, Graduate Dean

Jeremy Blackwood

Robert Stevens

Ying Lin

Amy Madewell

- The rubric used to assess the program submissions was discussed.
- The review process was explained. Each program is assigned 2 reviewers. After the reviewers submit the program review, the Director of Assessment reconciles (averages the scores) the 2 reports and releases the final review to the program director.
- The following cycles of reports should be completed prior to the end of December as listed below:
 - 2014-15
 - 2012-13
 - 2015-16
- A call for 2015-16 program reports will be sent to all departments with a due date of November 1.
- The “SE Graduation PLAN” was introduced by VP Clark. It was suggested that we consider this assessment framework and look for exemplary examples in the current review reports. These should be summarized and sent to Kay. It was also suggested that the committee examine the cost effectiveness of the current reporting system, TaskStream. The charge was given a deadline of October 20, 2016.
- The next meeting will be scheduled during the 1st or 2nd week of September.

Respectfully submitted by: Kay Daigle