

Assessment Task Force

Minutes – 9/4/09

In attendance: Rebecca Mercado, Helena Cole, Robert Willgoos, Peter Vila, Amy DeWitt, Laura Renninger

1. Overview of ATF Duties: Laura welcomed new members and reviewed the functions of the group which include reviewing assessment plans, reports and mini-grant applications as well as promoting and supporting assessment across campus. Laura also reviewed the assessment timeline and encouraged group members to peruse the assessment website at: http://www.shepherd.edu/ctl/assess_learning.html. The latest round of reports will be coming in January 2010.
2. “Assessor Refresher”: Laura invited ATF members to join her at the upcoming “Assessor Refresher” on **Friday, October 16th from 10-Noon in Library 256**. ATF members will personally mentor department facilitators who attend. ATF members provided hours in which they are available to mentor at the workshop:

Peter Vila: 10-11

Helena Cole: 10-12

Bob Willgoos: 11-12

Amy DeWitt: 10-12

3. Mini-Grant Review: The ATF reviewed three mini-grant applications from the departments of Psychology, Art and Environmental Studies. All were approved but given the current economic climate, changes to some of the applications are being requested in order to preserve limited funding for future grant requests. The ATF also suggested that two cut-off dates be given for mini-grant requests so that we can better budget for the future: July 1 and January (date set as the beginning of the spring semester). It was also suggested that the mini-grant request form be altered to include a statement outlining how departments and units will assess activities supported by grant funding.
4. The next meeting will take place on **Friday, October 2nd from 3:10-4:00 in 152 Library**. Laura will provide an overview of assessment report format and the committee will prepare for the “Assessor Refresher.”