

**Assessment Task Force  
Meeting Minutes  
Thursday, August 30<sup>th</sup>, 2007  
Rumsey Room**

Present: John Sheridan, Laura Renninger, Max Guirguis, Peter Vila, Kristin Kaineg, Quincy Adams, Ed Magee, Barri Tinkler

Not Present: Kim Scranage, JB Tuttle

Meeting commenced at 3:05 PM.

1. New members were introduced: Max Guirguis from Political Science and Peter Vila from Environmental Studies.
2. The spring 2007 *Collegiate Learning Assessment (CLA)* and *Measure of Academic Performance and Progress (MAPP)* results were shared and discussed. Proctors for the next round of CLA testing on September 18<sup>th</sup> (3:15-4:30 PM) were recruited: Barri Tinkler in Knutti 102, John Sheridan in Library 307, Laura Renninger in Snyder 27, Quincy Adams in White Hall 204, Shannon Holliday in Snyder 29, Lauryl Lewis in Library 256. Thank you in advance to all the proctors!
3. Laura Renninger shared a letter she received about the “Beginning College Survey of Student Engagement”. She will provide more details at the next meeting (including cost information) but wanted to see if members of the committee would be interested in endorsing such a project in the future. Ed Magee noted that this program may assist us in identifying “at risk” students.
4. Laura Renninger encouraged members of the task force to review the assessment website and remind their departments and units about report deadlines and proper forms. All of the information may be found at:  
<http://www.shepherd.edu/ctl/assessinglearning.html>  
The committee decided that assessment reports will be due between November 1, 2007 and January 10, 2008.
5. The committee reviewed a letter that will go out this week to academic department assessment facilitators. A few changes were made. Attendees will be asked to RSVP to the Center for Teaching and Learning.
6. The “Assessor Refresher Workshop” will be held on September 24<sup>th</sup> from 8-9 AM and again from 3:30-4:30 PM in the Cumberland Room. Laura Renninger asked that members of the task force attend and assist her in reviewing reports.
7. Mini-grants submitted by Dr. Denis Berenschot and Reza Mirdamadi were unanimously approved.

8. Laura Renninger has asked John Sheridan and Quincy Adams to assist her with the review of the Admissions Assessment Report.

Meeting adjourned at 4 PM.

Respectfully submitted,

Laura Renninger