

Assessment Task Force Meeting
December 1st, 2008
9am – Rumsey Room

Present: Linda Dunn, Kristin Kaineg, Ed Magee, Shannon Holliday

Absent: Bob Willgoos, Gordon DeMeritt, John Adams, Karen Green, Kim Scranage,
Peter Vila, Laura Renninger, Alan Tinkler, Barri Tinkler

The meeting began at 9:05am. Director of Assessment, Laura Renninger was absent due to a Dean's Retreat. CTL Project Coordinator, Shannon Holliday led the meeting. Those present reviewed the BADM assessment plan submitted by Gordon DeMeritt. A checklist was completed offering feedback on ways to improve the plan. Suggestions will be compiled and offered to BADM for further consideration.

A Plan Record for the 2008-2009 assessment cycle was distributed and discussed. Response rates are strong for the current cycle and essentially on schedule. In our efforts to provide transparency on assessment progress across campus, the Report Record for the previous assessment cycle was added to the CTL website and shows an 88% completion rate campus wide. The location of this file was shared during the meeting as well as other assessment website updates. See "2006-2007 Report Cycle Record" at: <http://www.shepherd.edu/ctl/assessinglearning.html>

A suggestion was made by Linda Dunn to include an example of an exemplary *non-academic* plan and report on the assessment website to aid support units in constructing plans. Dunn also gave a status report on the Advancement Plan for the 2008-2009 cycle, which she said is on track to be finalized and submitted by their extension deadline of December 31, 2008.

The meeting was adjourned at 9:50am.