

**Assessment Task Force
Meeting Minutes
Thursday, September 20th, 2007
Shenandoah Room**

Present: John Sheridan, Laura Renninger, Max Guirguis, Peter Vila, Kristin Kaineg, Barri Tinkler, JB Tuttle

Not Present: Kim Scranage, John Adams

Meeting commenced at 3:05 PM.

1. Laura reviewed the plan for the upcoming “Assessor Refresher” on Monday, September 24th. ATF mentors were paired with attendees who RSVP’d. Copies of plans from attendees were distributed to the mentors. Pairings include:

8 AM Session

Kristin Kaineg – Stephanie Robbins (Art)
JB Tuttle – Patricia Stealey (FACS)
Laura Renninger – Reza Mirdamadi and Kit Romano (CME)
Beth Cauvel -- Nan Snyder (RBA)
John Sheridan – Kathleen Gaberson (Nursing)
Ginny Adams – Sara Maene (IR)

3:30 Session

Peter Vila – Bob Warburton (Academic Advising)
Barri Tinkler – Georgiann Tool (Education)
JB Tuttle – Kevin Williams (Communications)
Ginny Adams – Linda Dunn (Advancement) and Brian Hammond (IT Services)
Buddy Wilson – Lois Patton (MBA)
Kristin Kaineg – Stephanie Slocum-Schaffer (Honors)
Laura Renninger – Margie Kiter-Edwards (Sociology)

2. Laura thanked the ATF members for proctoring the CLA which was administered to first-year students on Tuesday, Sept. 18th. Proctors shared student issues and tried to come up with strategies for the next administration of the exam. Dr. Tinkler suggested that interest group instructors be in the testing venue along with ATF proctors next year. This change may help motivate the students. Greater focus needs to be given to educating the interest group instructors about the CLA. Students also need to be reminded to bring their Social Security numbers as well as their Shepherd usernames and passwords to the testing venue. The idea was raised about testing all students together in one venue, however this would be difficult in terms of logistics.

Laura's office will sponsor a dinner for the proctors at the Press Room in the spring. This is funded by the HEPC. Laura will also contact Bruce Flack at the HEPC and see if she can obtain a scatter-plot with the CLA results of all West Virginia schools. She was not able to obtain these from CLA due to privacy issues.

Meeting adjourned at 4 PM.

Respectfully submitted,

Laura Renninger