

**Assessment Committee
Minutes
October 8, 2004**

Present: Alec Hosterman, Pat Henry, Randy Davies, Mike Darnel, Linda Fisher, Monle Lee

- Welcome and introduction
- Discussed the assessment committee budget that pays for the grants, meeting attendance, Rhonda's wages, etc. Linda Fisher will distribute copies of the budget to the committee members
- The committee learned about assessment at IUSB and the role of the committee. Each department/program has developed its own assessment plan. Each program prepares an annual report in narrative form for the assessment committee. Every three years the programs present a summary and analysis of their assessment activities to the committee in the form of a third year review. Third year reviews are presented toward the end of April each year. This coming April we are scheduled to hear 14 reviews.
- We have also asked each program to revise their old assessment plans to come into line with the new HLC guidelines/formats. Alec Hosterman has volunteered to redo his program's plan and to have it used as an example.
- The committee then discussed way to encourage, pester, and cajole programs into turning their annual reports in on time and to get some departments to even develop a plan.

Suggestions/comments included:

Meet with the deans

No carrot or stick

Excuse of "no time"

Make assessment a mandatory part of the faculty members annual review

Bring in the deans

Get faculty members on the committee from departments that do not have plans.

Linda Fisher, recorder

**Assessment Committee
Minutes
January 14, 2005**

Present: Alec Hosterman, Cheri Brown, Pat Henry, Randy Davies, Mike Darnel, Linda Fisher, Monle Lee, Linda Fritschner

- Grants
 - Discussed revisions to the guidelines. Rhonda will circulate a new draft for comment.
 - Spring grant time-table – publicize grants starting January 20; application deadline March 1; Committee meeting March 11; Inform recipients March 17.
- Higher Learning Commission Annual Meeting. Linda encouraged Committee members to come to this conference. Money is available from the Assessment Budget.
- Third Year Reviews
 - Assigned committee members to meet with program representatives doing their first Third Year Reviews.
 - Third Year Review Schedule – They will be held the last three Fridays in April. 15th- afternoon, 22nd, 29th.
- Revised plans
 - Alec Hosterman suggested that we devise a fill-in-the-blank template for the new assessment plans.
 - Others suggested that a before/after example be posted.
 - Linda Fisher will contact SPEA and General Education about their assessment plans
 - Linda Fritschner and Linda Fisher will meet with Alfred concerning those programs which have not submitted a revised plan.

Rhonda Culbertson, recorder

**IUSB Assessment Committee
Minutes
March 11, 2005**

Present: Pat Henry, Randy Davies, Mike Darnel, Linda Fisher, Monle Lee, Cheri Brown, Linda Fisher, Barbara Peat

- Linda Fisher opened the meeting by reminding those who would be attending the HLC meeting in April: Barbara Peat, Randy Davies and Linda Fisher.
- Linda also inquired whether the meetings with the Third Year Review liaisons were taking place.
- The Committee considered and made recommendations on the Spring Grant proposals

Rhonda Culbertson, recorder