

Assessment Leadership Team Minutes 11.20.15

9 am, November 20, 2015, Rankin Hall Conference Room 245

Present: Shelley Arvin, Brittany Bernard, Sandeep Bhowmick, Molly Hare, Mary Herrington-Perry, Nathan Myers

Absent: William Baker, Eric Hampton, Susan Powers

Chair: Shelley Arvin

Recorder: Mary Herrington-Perry

Timekeeper: Molly Hare

Prior to the meeting, the following attachments were distributed by e-mail.

- 11.20.15 Assessment Leadership Team Minutes
- 11.13.15 Assessment Council Minutes
- Draft of a Proposal to Revise the Assessment Process

1. The meeting was called to order at 9:00 am.
2. The 11.20.15 Assessment Leadership Team Minutes were approved by consensus.
3. The 11.13.15 Assessment Council Minutes were deemed ready for review by the Council.
4. Members reviewed a draft of the Assessment needs survey that Bhowmick had created in Qualtrics. Suggestions included:
 - a. Formatting the first question so that it would fit on one screen, even when a more comprehensive list of topics was included. Bhowmick noted that respondents typically retain only the first five items on a list. Consequently, he will break the first question into three parts.
 - b. Clarifying the directions on how to drag and drop items in question two
 - c. Breaking the third question into two parts, one for the fall term and one for the spring, as well as adding a “no preference” option
 - d. Adding a back button so that respondents could return to completed items in the survey
 - e. Cutting the question about respondents’ willingness to assist with the deliver of professional development activities: Since the survey is anonymous, we wouldn’t be able to contact the volunteers anyway.
 - f. Removing the “name of the college” in the demographics section since not all respondents will have one.
 - g. Changing the wording of the question that asks respondents to rate their level of assessment expertise to “novice,” “intermediate,” and “expert.”
 - h. Rewarding the incentive in a random drawing. The more members of a department who complete the survey, the more chances the department has to win.The Leadership Team will have the opportunity to review another draft of the survey before it is shared with the Council.
5. Members discussed Herrington-Perry’s proposal to streamline the assessment reporting process. Reception was positive. Hare noted the potential for some to be concerned

because the plans would be accessible to everyone. Members agreed that the tentative deadline, June 1, likely is as good as any and would give Herrington-Perry time to provide feedback before departments resume assessment activities in the fall. Herrington-Perry will send the draft to the Assessment Council to review prior to its January meeting and will seek feedback from others as well.

6. The meeting adjourned at 10:05am. The next meeting is Dec. 1 at 9am in Rankin 245.