MINUTES: WCE Assessment Committee
Tuesday November 22, 2011 2 pm
Miller Hall 250

Attendees: Susan Kincaid, Chair, Paula Dagnon, Tracy Thorndike-Christ; Don Larsen, Victor Nolet; Diane Penland, Kimberly McDaniel

Regrets: Chris Ohana; Dana Edward

1. **Discussion and approval of Nov. 8, 2011 minutes:** The Nov 8 minutes were approved with a correction of UAAAC to AAAC.

2. **Charge and role of the Assessment Committee:** A lengthy discussion of the history and future roles of the Assessment Committee included these points.
   a. We should change our focus from assessment practices to program evaluation, guiding the departments in determining what questions should be asked about their programs.
   b. Focus on support of demonstrating outcomes...not an urgency due to upcoming accreditation
   c. Communication between College-level and University-level assessment groups is fuzzy. It makes sense that whomever is the WCE rep on the AAAC (currently Tracy) is also on WCE assessment committee and assessment coordinators (or their appointed proxies) from WCE departments be on the WCE committee. What is the relationship of WCE assessment committee to WLC and to FAC?
   d. Program evaluation can be a lens through which we evaluate recruitment and retention of students and faculty.
   e. Consider making the committee a “council” instead of a committee. The committee’s status and presence should be elevated to equal with the importance of program evaluation
   f. Consider having a rep on the Associate Dean search since the AD position description includes assessment. Clarify the appropriate routes of communication from AAAC to College assessment committee and college departments
   g. Consider “Woodring Evaluation & Assessment Committee”
   h. Address the culture of fear in the college. It is not comfortable to ask questions about the success of a class or program in such a climate. Committee could help promote the environment that supports inquiry into program evaluation.

3. **University-level mission alignment and related tasks:** Susan will schedule a meeting with Dean Rios to inform him of the history of this assignment and advise him on the direction of today’s discussion.

4. See below for working draft of committee charge

5. **Membership:** Victor Nolet will be serving on the committee for Secondary Education.
   - Susan Kincaid, Human Services and Rehabilitation, Chair
   - Paula Johnson, Elementary Education
   - Victor Nolet, Secondary Education
   - Tracy Thorndike-Christ, Special Education
6. **Assessment Bias Review**: Tabled until next meeting

Adjourned at 3:30 pm
Next meeting scheduled: January 10, 2 pm

**DRAFT COMMITTEE CHARGE:**

The Woodring Evaluation and Assessment Committee supports evaluation and assessment activities in the College through:

- Serving as a mechanism for sharing assessment practices across programs.
- Identifying professional development opportunities for inquiry into program evaluation faculty in the areas of course-based and program-level assessment.
- Making recommendations to the Administrative Council regarding policies, procedures, and resources to support student outcomes assessment learning and program evaluation.