

Assessment Taskforce Meeting Minutes
October 24, 2008
9:00 a.m.

Present: Lisa Barrows, Jeremiah Council, Becky Cleland, Donna Hood, Terry McEntire, Tom Tucker, Kathy Ackerman, Pat Freeman, Robin Wiggins, Vicki Covington, Rhonda Davis

Karen Jones presided in Kim Gold's absence. The meeting began at 9:04.

The Rubric Committee met on Oct. 23 to discuss the format for the Nov. 3 campus-wide "rubric fair." It was determined the large group would be divided into five smaller groups to practice using the writing rubric and the diverse historical and cultural perspectives rubric. Two essays, along with the copy of the assignment and the rubrics, will be provided for this purpose. Jeremiah, Vicki, Tom, Terry, and Lisa will facilitate small group discussion.

Sandra Boyd and Rhonda Davis will type up the notes from each group, a sampling of which will be shared during whole-group processing. Kim Gold will moderate the whole-group processing, keeping the meeting to exactly one hour.

Portfolio Week begins Nov. 17. Eight workshops will be held, led by Lisa Barrows, with Melissa Johnson, Sarah Kilgo, and Cathy Alexander "shadowing" in order to conduct their own workshops in the future. These workshops will be "generic," mainly. Melissa Johnson is creating a standardized reflection sheet for students to attach to their portfolio artifacts. Attendance sheets will be provided for students, to be signed at the *end* of each workshop. Lisa will send an e-mail and provide a flyer at Nov. 3 meeting.

Robin Wiggins has discovered an Information Literacy Survey we did that we can use for benchmarking. She plans to post it and other surveys on the ICC website under Office of Research and Planning, to be accessed through the Intranet. Robin also reminded us the assessment timelines need to be updated; they have not been updated since 2006.

Tom Tucker reported on the Academic Integrity Committee meeting, at which members discussed academic dishonesty surveys Charles Wiggins shared via e-mail. The question is how to administer the survey. One possibility is to provide a link to a survey to Debra Jones, who could make it available to students either separately or in conjunction with class evaluations. A survey from Duke U. was mentioned as most desirable. Becky and/or Tom will talk to Charles about copyright issues related to using this. If the survey is combined with class evaluations, students must be reminded not to complete the survey more than once.

The next meeting will be held at 9:00 a.m. on Dec. 12, in the Blue Room. Items to be discussed are:

- CCSSE Report
- Rubric focus: information literacy and interpersonal skills
- Follow-up on Robin's benchmarks
- Information Literacy Survey

The meeting was adjourned.