

## **Assessment Taskforce Minutes August 25, 2004**

The Assessment Taskforce met at 2:30pm on Wednesday, August 25, 2004 in the Blue Room of the Business Sciences Building. Members present were: Jeremiah Council, Bob Harrison, Jo James, Barbara Peterson, John Quinley, Tom Tucker, Carl Jackson, Lisa Bridges, Erin Strickland, and Carol Richardson.

The following items were discussed:

1. **Project Penelope:** Jo James reviewed the process of development of Penelope for the new Assessment Taskforce members. Penelope is a rubric-based database that Jo James and Jon Munsey had designed to record rubric-based scores from a sample of students and classes. Jo James explained that the database was developed to be user-friendly and meets the IT standard for security. She announced that the Penelope subcommittee members are: Jeremiah Council, Tim Beaver, Steve Hollifield, Kelly Dedmon, Lisa Bridges and Jo James. This subcommittee will meet to develop a strategic plan for the implementation of Penelope which will outline the process of obtaining artifacts, the assessment norming process and data entry. Reporting standards for the first year of the project have been established by administration.
2. **Quality Enhancement Plan:** Dr. John Quinley gave an overview of the QEP process and the role the Assessment Taskforce will play. The QEP will consolidate three initiatives (Program assessment: chaired by Nancy Womack and John Quinley, Portfolio Development: chaired by Barbara Peterson, and Project Penelope: chaired by Jo James) into a coordinated assessment effort. The Assessment Taskforce will continue in a leadership role and will provide direct leadership for the student portfolio and Project Penelope. The academic deans will provide direct leadership for the assessment plan, implementation and use. The office of Assessment, Planning and Research will provide support for all the projects. Dr. John Quinley also explained that the QEP is designed to enhance student learning. It also encompasses careful review of the best practices and literature available. He encouraged each subcommittee to establish a clear timeline, assignment of responsibilities, and allocation of resources. Additional faculty members will be added to this subcommittee. Carol Richardson expressed interest in this committee.
3. **Student Portfolios:** Dr. Barbara Peterson will be the chair of the Student Portfolio subcommittee. Tom Tucker, Erin Strickland, Carl Jackson, and Dr. John Quinley all expressed interest in being on this subcommittee. Dr. Barbara Peterson informed the new members of the taskforce about the Portfolio Artifacts on each syllabus, the workshops held last spring for the students on Portfolio development. The dates for the next Portfolio Week are March 7-11, 2005. Dr. Bob Harrison discussed student portfolios as a reflection piece that students could use to track their progress made from year

to year as well as a self-assessment tool to show weaknesses and improvements. Much discussion about student portfolios followed.

4. The members of the Assessment Taskforce who were unable to be present for this meeting will be contacted for their preference of a subcommittee. These names will be then forwarded to the subcommittee chairs. The chairs will schedule their meetings and will report back to the Assessment Taskforce at our next meeting Thursday, September 16 at 2:30pm in the Blue room.
5. Dr. Barbara Peterson presented the idea of having a workshop for the faculty on student portfolios. She also mentioned that resources for assessment, student portfolios, and Penelope could be obtained and kept in the library to be available for faculty, staff and students.
6. Jo James gave a brief demonstration of Penelope to those interested.
7. The meeting was adjourned at 4:04pm.