

From: [Ewalt, Jo Ann G](#)
To: [LeVasseur, Todd Jared](#); [Roof, Karin W](#); [Snyder, Marcia Susan](#); [Van Arnhem, Jolanda Pieta](#); [Mihal, Deborah E](#); [O'Brien, Michael S](#); [Callicott, Burton B](#); [Hansen, David J](#)
Cc: [Bhati, Divya](#)
Subject: QEP Assessment Committee meeting minutes and copy of draft and budget request
Date: Wednesday, September 21, 2016 1:36:28 PM
Attachments: [AssessmentGoals1_5_TextVersion_WorkingDraft_Sept 19 2016.docx](#)

Hello all,

This email serves as minutes of our Assessment Committee meeting Monday Sept. 19. Burton, I'm copying you here so you can see our rough draft. I will work between now and Monday to make it prettier and reflect comments and edits made Monday so it is ready to go to Divya.

In attendance: Jo Ann Ewalt, Marcia Snyder, Joey Van Arnhem, Deborah Mihal, Michael O'Brien, Karin Roof

The committee reviewed the attached draft, and made suggested edits that will be reflected in the next draft, which will be ready Monday September 26 to go to Divya, Todd, and whoever else needs a copy.

We indicated we did not seem to have a copy of the 3-question pre-post quiz that will be given in FYE classes so we need that please Todd. The committee also wondered if it would be possible to add a personal reflection opportunity to this quiz, at least for the 'post' version.

The committee expressed concern about only using the Cup of Coffee reading in all SF and SR classes, noting that this would likely deter a number of faculty from offering their classes. Michael indicated that if some flexibility were possible, for example, he could imagine offering a class but the coffee reading does not lend itself to his class needs.

Finally, the committee proposed an assessment budget of \$5,000 per year to hire 5 faculty to assess SF and SR signature assignments, other assignments as needed, and for other survey assessment and implementing marketing needs.

The committee's next scheduled meeting is Monday, October 3. The agenda will be to reflect on/respond to review comments made by Divya, Todd and other stakeholders.

Submitted by Jo Ann Ewalt

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