

Assessment Committee
April 15, 2010

Present: Lisa Walter, Jim Dirks, Allison Anson, Shari Zeck, Wendi Whitman, Sharon Weldon, Penny Long, and Anjie Almeda

Absent: None

Discussion items

- 1) Approve minutes from last meeting (3/18/10). Wendi will submit to the AAAC web site.
- 2) AAAC updates- Shari. Syllabus approved for AAAC/campus. There is a plan to offer another session to gain information regarding the syllabus. There is an upcoming town hall meeting/social before the end of the semester. Watch email for specific updates.
- 3) Committee met on April 1 to move forward with revisions. Thank you!
- 4) Complete revisions on survey. DONE!
- 5) Timeline projections: Reviewed details of time line and decided to continue moving forward with work in hopes of launching instrument in May and considered conducting a second survey early in the fall semester.
 - a. Wendi will work with Jon Laird to build the instrument (2 days). Instrument sent on April 16 to UAO.
 - b. UCAA will continue information gathering with students asking- 1) How would you improve this survey, 2) indicate areas of confusion, 3) what is missing, and 4) what were you surprised was here? (2-3 days).
 - c. Incorporate revisions to survey (1-2 days)
 - d. Request approval from AAAC to send completed survey to advisor listserv. (1-2 days) Request a "approved/denied" response from AAAC before submitting to campus. Shari will get in touch with Mark to provide a heads up and request a formal action item from AAAC.
 - e. Share the completed survey with ISU-ADV listserv prior to disseminating to students. (Email)
 - f. Send to students & collect responses (10-14 days)
- 6) To do for next meeting:
 - a. Send names of students to Allison (alanson@ilstu.edu) who you would like to be included in the "test group." No graduate students, please. Allison needs to receive all names by Tuesday, April 20.
- 7) Next meeting: April 29, 11a to noon, Fell 446 Confirmed.