

Assessment Coordination Committees
Joint Meeting
March 13, 2017
3:00 p.m.
University Center 111

Present: John Abel, Lynn Alexander, Amy Belew, Charley Deal, Shannon Deal, Jason DeVito, Ross Dickens, Patty Flowers, Landy Fuqua, Bud Grimes, Joe Henderson, Stephanie Kolitsch, Renee LaFleur, Jamie Mantooth, Ryan Martin, Gina McClure, Shannon Perry, Rachna Tewari, Andy Wilson, Ray Witmer.

The Assessment Coordination Committees met as a group to finalize plans for Assessment Day. A draft set of guidelines was presented to the group. A tentative date of April 27 was suggested for Assessment Day; that date coincided with the Department of Mathematics and Statistics' Middle School Math Contest. After discussion, it was determined that Assessment Day could still be held on that date in the University Center Ballroom but with a later start time.

Committee members made several suggestions regarding the guidelines, including:

- ensuring the campus community understands that participation is voluntary and is not required;
- ensuring the campus community understands that prize money is awarded to the unit, not the individual;
- other than the trifold poster boards, any charges associated with creating the poster are the responsibility of the unit submitting the poster;
- units may submit more than one poster;
- posters should include a title; and
- in future Assessment Days, there needs to be a time limit imposed (e.g., the “closing the loop” action must have occurred within the past 18 months).

Kolitsch will make these changes and send the revised draft back to committee members for final comments.

Tewari volunteered to provide a PowerPoint template for units interested in printing a large poster. Kolitsch will include the template in campus communications about Assessment Day.

The meeting adjourned at 3:30 p.m.