**Assessment Committee Notes, April 21, 2025**

Attended: Elizabeth Carney, Jil Freeman, Martha Bailey, Yvonne Smith, Amy Warren, Aundrea Snitker, Erin Gravelle, Kelly Mercer, Stephanie Murphy, Lisa Nielson

Updates

* TAPS representation: we need new faculty from TAPS
* Deans Meeting: Elizabeth is attending the next deans meeting to talk about assessment
* T&L Council: Elizabeth is finding out if/when Assessment Committee will report to/attend
* Our next scheduled meeting

Action: send Elizabeth suggestions for TAPS faculty to invite to the committee.

Review draft for new assessment report template

* [report template draft](https://docs.google.com/document/d/11kFnTHbrLwwkuU4myMwNtgxYSUOyRImAja0ibzmjjNg/edit?usp=sharing)
* [committee’s editing notes on the old template](https://docs.google.com/document/d/1evEHrA49WeLGgGVu10Hia2ocvIBF3eBvzptaNAwBOXw/edit?usp=sharing)

Questions to consider as you review the template draft:

Would this template provide the information we need for internal and external use? (What are those needs? And who is ‘we’ -- Assessment Committee, Center for T&L College, Accreditation. Specific departments or areas

Would this template be understandable and meaningful for the faculty completing it? Is it aligned with the assessment work that is happening and expected? How user friendly is it?

Would this template serve/reflect the two-year cycle? Would it serve our goals and values regarding assessment and student learning?

Additional Questions:

What format/system should we use: Google form, One Drive form, Word, fillable PDF, other?

What are some potential challenges of using/implementing the template, if any?

What sort of support would faculty need to transition to this template?

NOTES:

We entered comments in the google doc--see the linked report template draft above.

Suggestion to make a separate report template for gen ed.