

Administrative Assessment Review Committee

Tuesday, January 13, 2009, 1-2pm

Attending: Laura Maxwell, Tomas Jimenez, Michael Davidson, Laura Ledford, Juliana Lancaster, Kris Nagel

1. **Assessment Process Timeline**

Findings and outcomes are due in Weave On-Line by February 15, 2009

Remind those writing the narratives, that any supporting documentation is FERPA and HIPA compliant. No identifying student information is to be included. The Weave On-Line server is off-site, so it has somewhat different governance.

This committee will begin looking across the board at the findings.

2. **Weave On-Line Unit Reporting**

Juliana shared the reports by IEE Goals and Institutional Goals

For instance, when a department has a “Not Met” and there are budget constraints contributing to that, then the comptroller says she takes that into account.

An individual unit may say this is top priority, but with respect to the overall college framework, the activity by not be such a high priority.

3. **Weave On-Line 2008 Institutional Priority Associations**

Juliana shared the static report that shows by institutional priority (#1-8) the measures that are associated with each, and the department that is measuring that goal.

Each of the committee members will be assigned one or more institutional priorities to be reviewed for coverage. Juliana will provide broader access to the information in Weave On-Line to examine more details to support our assessment.

This committee needs to determine:

- a. What are the questions we are answering?
- b. What can we look at as common measures within and across priorities?
- c. Number of measures for each priority?
- d. What is criteria for saying the target was met? How many measures need to be met to get a “met” status?
- e. This is also a way to critique the assessment process, people participating and then making use of the data?
- f. Is this for internal or external use and distribution? This is formative evaluation for self-improvement – a critical self-reflective look. In response to the data, changes in financial allocation and other resources have been moved. Last year’s report affected

the cabinet decision-making and committee members spoke of using it to spotlight items that they have changed.

Additional issues to address as we review the overall institutional assessment:

- a. Do we need to be honest vs. generous?
- b. Where do we use Quantitative vs. Qualitative Measures?
- c. Consistency among us – inter-rater consistency?