

**ASSESSMENT AND TESTING COMMITTEE**

**Minutes**

**Thursday, September 14, 2006**

**3:00PM**

**X250**

**Members in Attendance:**

Nancy Rice, Maria Moten Joshua Sunderbruch, Jean-Louise Gustafson, Michele Robinson, , Karen Froelich, Lynn Altfeld, Eric Rosenthal, Vickie Gukenberger, Tasnim Kazi, Matt McLaughlin, Vicki Atkinson, and Tanya Bergman,.

**Members Absent:**

Daniel Corr and Dawn McKinley

**I. Members introduced themselves**

**II. Minutes were reviewed and accepted from the last meeting (mtg date = 5-11-06)**

**III. Oversight Committee**

Nancy and Maria shared the obligations of the committee related to CAR and Recommended Action to President forms. There was some confusion and question about when/why to complete these sheets, and what the process implications are. Nancy will follow-up and try to get clarification of forms use and process.

**IV. New Business**

1. Josh shared an Assessment & Testing Committee Checklist. Questions were raised about if the people noted “should” or “must” be notified; and are the 3 areas “consulted”, “notified”, etc. It was agreed that the language would be “must be notified”. Signatures and dates to be added to those notified. Joshua will edit the form.
2. Data Sheet – Data sheet for the committee was distributed
3. The committee reviewed the A.P. comparative Government and Politics request from Michael Harkins. Vicki A moved approval of request, Eric seconded, motion carried.
4. Meetings: Second & Fourth Thursday of the month. In November the 2<sup>nd</sup> meeting will be on the 30<sup>th</sup>. No meetings in December.
5. PAR/CAR process: Policies need a PAR ( Proposal Recommendation Form); Implementation does not. CAR (Committee Action Report) is done as a mid-year report. RAP (Recommended Action to the President) is needed for “big” decisions requiring presidential input/approval.
6. Goals & Objectives for 06/07:
  - Review cut scores
  - Put in place the Assessment & Testing checklist
  - Evaluate the procedure for use of ACT scores for developmental math courses
  - Continue review of current assessment policy
7. Next Meeting Agenda:
  - Finalize Assessment & Testing Checklist (Joshua)
  - Assessment policy; exceptions
  - Follow-up on meeting with Oversight Committee questions (Nancy)

## Final Minutes

Meeting schedule – 2<sup>nd</sup> & 4<sup>th</sup> Thursday of the month:

- **October 12, 2006**
- **October 26, 2006**
- **November 9, 2006**
- **November 30, 2006**

*Respectfully submitted: Vickie Gukenberger (acting secretary)*

cc: Division Deans  
Matt McLaughlin/ Dennis Kmiec for Colleen Tomanek  
Adrienne McDay  
Division Chairs  
Division Coordinators  
Division Assistants