

Senate Assessment Council
February 16, 2016
Minutes

Attendance: Ray Schwartz, Kendal Martin, Manina Urgolo Huckvale, Elizabeth..., Bahar...

Minutes from the January meeting were approved.

Discussion centered on the survey. Ray said there was no response from the Senate as to whether or not we need Senate approval to send out the assessment survey. Jane Zeff and Joelle Tutela sent revisions to Bahar's original survey.

Jane removed the ordinal ranking but no one knew why. Once approved, Jane will put the survey into a survey software package. She also has the organizational chart for distribution.

Decisions made:

- We will go back to ordinal ranking.
- We will change the name to "Assessment Needs Survey."
- We will use Joelle's introduction.
- We will divide the topics into 2 sections: introductory topics and more specific topics;
- We will add a respondent's box denoting responder's position at university.
- We would like the survey to go out prior to spring break so that we will have the results for our April 19th meeting; to include results in annual report.

New Business: Kendall said he would like the committee's input on the Middle States report. He will send it to us by March 1st.

Meeting adjourned at 1:36 p.m.

Respectfully submitted,

Manina Urgolo Huckvale