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| [Donnelly College](http://www.donnelly.edu/) | **Assessment Council Meeting**  Tuesday November 3, 2020  1:30-2:30 Rm. 220  F2F/Remotely via MS Teams |

*Meeting Minutes: Nov. 03, 2020*

***Present:***  *Mary Pflanz, Laura McKnight, Melissa Lenos, Tyler Johnson, Richard Wallace, Megan Jordan, Ana Maradiaga, Aruna Rao, Patricia Palmietto, Katy Siebert, Gretchen Meinhardt, Amanda Crowe*

***Regrets:*** *Joe Multhauf*

Patty Palmietto called the meeting to order at 1:34 PM and took a moment of silence.

Katy Siebert moved to approve the agenda; Megan Jordan seconded the motion. The agenda was approved with a voice vote.

Katy Siebert moved to approve the minutes from the meeting of October 6, 2020; Tyler Johnson seconded the motion. The minutes were approved with a voice vote.

Tyler discussed JSTOR Databases and gave an overview of how JSTOR is being used by our students. He led an discussion of additional add-ons of JSTOR journals and how they would benefit the Business/Business Leadership/IS programs for research projects and how we could track them for assessment within these programs. The cost of the additional 56 journals will be approximately $1500 the first year and an additional $500 each year after. The costs will be split between the Library and the Baccalaureate Programs; Richard has allocated money in his budget for additional JSTOR add-ons as this is part of hie operational plan for assessment tracking of his students. It was determined that Diego Payan would need to approve any purchase as he will need to verify that it will be compatible. Tyler will get approval from Diego before purchasing the JSTOR add-on.

Patty led the discussion over Assessment Day and how we should proceed with a “themed” Assessment Day for 2021. This will be presented to the College Workshop on January 19, 2021. The theme will be over Civic Engagement. It was suggested that we make it a teambuilding event on that day and faculty/staff who sit on the Assessment Council can assist other departments as they brainstorm how to assess Civic Engagement college-wide. Megan will put together a flyer for those departments over “What Civic Engagement Means” and how it applies to assessment. Once the flyer has been put together it will go out to the Assessment Council (electronically) for suggestions and comments. One department should volunteer to give examples during the College Workshop of Civic Engagement. Tyler suggested that he and LaCherish can discuss “Constitution Day” as an example.

The Assessment Council discussed the date of our next Assessment Day. It was determined that Assessment Day should be more than just a few hours and that a “day” needs to be given to the event. The Assessment Council decided on Friday, April 30, 2021. Future discussions will determine Format but will need to include “Takeaways and Action Items”. Jennifer Bales will give instruction on Venngage software to create posters for the poster session.

Jenn led the discussion on the Schedule of Assessment and Program Reviews for the academic year (Success First and Business Leadership). Asked that those programs get in any requests for information ASAP so that she can begin running the necessary numbers/reports. She then gave the Assessment Council an update on the Assessment Plans.

A motion to adjourn was made by Tyler Johnson and seconded by Katy Siebert. Motion carried by voice vote.

Meeting was adjourned at 2:31 PM

Respectfully submitted by Richard Wallace 11/5/2020