



**Finlandia Assessment Committee Meeting Minutes**  
**Thursday, February 22nd, 2018**  
**Portage Campus, Rm 324**

**Present:** Denise Vandeville, Lisa Broemer, Curtis Wittenberg, Carolyn Dekker, Tom Adolphs, Ryan Bessolo, Cindy Cowell, Richard Gee, Mary Jane Hatton

**Not Present:** Pam Brown, Bridget Durocher

**Action Items:**

1. Review of Meeting minutes for January 25th Meeting Minutes  
**Motion to approve meeting minutes for January 25th as presented was approved.**
2. Presented Agenda for today's meeting- no additions
3. Approval of Criminal Justice BA Assessment Plan  
Rubrics were turned into Lisa - a) Strategy and alignment met the criteria of Exceeds Expectations (2), (b) overall score was > than 8, all criteria has been met.  
**Motion to approve the Criminal Justice Assessment Plan was approved.**  
**NOTE:** All academic programs have been submitted and approved.

**Discussion Items:**

1. **Department Plan Updates**
  - Athletics - redeveloped the progress reports for athletes. Looking into how they will fit into assessment, also how to combine the student self assessment components.
2. **HLC Section Assignments**
  - Section 4 from the previous HLC visit was shared, each member to pick an area to work on.
3. **Spring Workshop - March 22**
  - Suggested that we move the workshop to May. Classes will be over, everybody can meet and ask questions and also submit their reports right after.
4. **Other Assessment Concerns**

- None at this time

5. **SCAS Structure for evaluation of assessment results**

- Group discussed different approaches to helping SCAS through this process. Suggestions included their own committee of several faculty members to take on the different programs instead of one or two people doing all of it.

6. **ENG 103/104 Assessment**

- Carolyn stated she was having an issue with getting the documents to the adjuncts. Denise will work with Jason and Darren to come up with a process to help with this.