Assessment Oversight Committee
Minutes of Meeting on April 22, 2013

Members Present: S. Drefcinski, D. Boyle, M. Williams, D. Enz, T. Montgomery, D. Barraclough
Guests: C. Banachowski-Fuller

The meeting was called to order at 4:02pm by Drefcinski.

I. The minutes from the April 8, 2013 meeting were approved (Williams motioned, Barraclough seconded)

II. MS Criminal Justice Assessment Report
   a. Banachowski-Fuller reviewed the MS Criminal Justice program and her submitted Assessment Report for the committee. She began with a general description of the program that included the admission’s process, who the program serves, and what students get out of the program professionally. Her review of the Assessment Report addressed the learning outcomes of the program as well as how those learning outcomes were assessed. The Assessment Report showed four ‘tools’ for assessing those learning outcomes and included a matrix to show which learning outcomes were assessed by which measures. She also addressed the changes made as a result of the assessments done by sharing how a transfer agreement with the University of California-Irvine had been developed and that a new cyber-crime course was being developed.
   b. There were questions from the committee, which Banachowski addressed, about completing a Seminar Paper in one semester and that graduate programs have to present their assessment reports to the Graduate Council once year (though that will be changing to once every other year next year).
   c. The committee seemed satisfied with the information provided.
   d. The duties of the Secretary will be rotated among the members of the committee.

III. The committee discussed last meeting’s report by the Industrial Studies program. Drefcinski stated that he would draft a summary for the committee’s review at its next meeting.

IV. Drefcinski reminded the committee that Assessment Activity Fund Requests would be available for review on the shared drive soon since the deadline for application had passed (April 19, 2013). He stated that he would send out a reminder when they’re available and asked that the committee be prepared to rank order the proposals at the last May meeting.

V. The meeting was adjourned at 4:53pm.
Respectfully Submitted,
Dominic Barraclough
Acting Recording Secretary