SAH College Committee  

Minutes of Wednesday, 23 January 2013 (Cowley Hall Conference Room)  

Present: Marty Allen (Computer Science), Colin Belby (Geography & Earth Science), Curt Czewinski (Chemistry), Seth King (Physics), Shelly Lesher (Physics), Mark Sandheinrich (Biology), Michael Winfrey (Microbiology)  

Excused: Brian Gordon (Exercise & Sport Science), Susan Kelly (Math), Dave Reineke (Math)  

1. Meeting convened at 9:00 AM.  
3. Discussion centered around the charge document on assessment, sent to the committee by Dean Riley, as originally discussed at the meeting of 21 September 2012.  
   • Chair Sandheinrich had spoken with Associate Dean Abhold, who directed that the outcome of the process before the committee should be a relatively simple set of guidelines/criteria for departmental assessment activities within the College of SAH.  
   • Chair Sandheinrich pointed out that the charge seemed to entail a substantial amount of work, especially as it would involve an ongoing commitment by the committee to oversee and advise; further, lack of overall experience in assessment may make it difficult to do a satisfactory job. He suggested the committee advise Dean Riley to have each department elect a member to a new and separate assessment committee, with time release granted for at least the initial formation period (the Spring 2013 semester).  
   • Discussion ensued, with some concerns being that certain departments already have their own assessment committees. Questions were raised as to the time commitment for the proposed new committee, along with the seeming open-endedness of the charge. It was concluded that the College Committee as presently constituted is not suited to serve in the proposed assessment role, due to lack of broad representation of all SAH departments at any given time, and possible lack of expertise in the general issues concerning assessment, and about the needs of particular departments (presuming those needs are not homogeneous).  
4. Conclusion of discussion: A motion was put forward to make a recommendation to Dean Riley as follows: that a new committee should be formed for the purpose of satisfying the charge, and that each department be asked to elect or appoint a representative to same; furthermore, that reassignment or overload be attached to these duties; finally, that the committee on assessment convene in a timely fashion, execute the charge, and report back to the College Committee by 15 April 2013. M/S/P (unanimous).  
5. Chair Sandheinrich will draft the letter of response in accord with the motion, and forward a draft to committee members for comment before sending on to Dean Riley.  
6. Meeting adjourned at 9:25 AM.  

Respectfully submitted,  
Marty Allen