

Ad Hoc Assessment Group Meeting Minutes

DATE: 3/18/05

TIME: 11:15 a.m.

Members Present: Donna Luse (Chair), Elizabeth Guerriero, Ruth Miller, Stan Williamson

The Assessment Group reviewed the originally approved CBA goals and objectives and the following "Successful communicators" performance objectives that were proposed at last week's meeting.

- Write an organized, effective business document.
- Deliver a business presentation in an organized, effective manner.
- Interact and cooperate productively in a team.
- Listen actively in a business situation.

In reviewing the above objectives and after a *lengthy* discussion, the Group determined that the objective "Interact and cooperate productively in a team" should be written as "Interact and cooperate productively with others." The Group also recommended that this objective be placed back under the goal "Competent leaders" since traits of this objective, such as cooperation and participation, were better suited in defining "Competent leaders."

Since the focus of the objectives under review should define "Successful communicators," the Group believed that the objectives should emphasize the following communication skills: written, oral, interpersonal, and listening. The Group also discussed the importance of assessing "persuasion," but the Group decided this trait should be placed under "Competent leaders." Therefore, the Assessment Group recommended the following objectives be used to assess "Successful communicators":

- Write an organized, effective business document.
- Deliver a business presentation in an organized, effective manner.
- Use interpersonal communication skills to facilitate effective interaction.
- Listen actively in a business situation.

The Group began discussing how to *measure* the objective "Listen actively in a business situation." After a lengthy discussion, the Group first recommended that the following measurement category descriptions be used:

Below Expectations

Meets Expectations

Exceeds Expectations

Using these categories, the Group identified and recommended the following characteristics be used to measure active listening:

Below Expectations: **Disengaged and inattentive**

Meets Expectations: **Engaged and attentive**

Exceeds Expectations: **Meaningfully responds**

The Group voted to adjourn and meet again on Tuesday, March 21, at 9:30 a.m. to identify the “traits” and develop rubrics for measuring the oral and written objectives.

Adjourned: 1:30 p.m.