

Ad Hoc Assessment Group Meeting Minutes

DATE: 3/21/05

TIME: 9:30 a.m.

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

The Assessment Group reviewed the following performance objectives for the goal "Listen actively in a business situation" proposed from last week's meeting:

***Below Expectations:* Disengaged and inattentive**

***Meets Expectations:* Engaged and attentive**

***Exceeds Expectations:* Meaningfully responds**

The Group also reviewed the following oral and written communication goals:

- Write an organized, effective business document.
- Deliver a business presentation in an organized, effective manner.

After *lengthy* discussion, the Group determined the primary traits that should be assessed for the objective "Deliver a business presentation in an organized, effective manner" are as follows:

- Organization
- Content
- Style
- Responsiveness

As illustrated on the next page, the Group determined the characteristics and the levels of category measurement of the above traits.

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

Adjourned: 11:15 a.m.

Deliver a Business Presentation in an Organized, Effective Manner

Analytic Rubric for Assessing Business Oral Presentations				
	Below Expectations 1	Meets Expectations 2	Exceeds Expectations 3	Score
Organization	No apparent organization; illogical sequence; hard to follow.	Generally well organized; reasonably logical sequence; somewhat easy to follow.	Well organized; logical sequence; easy to follow.	
Content	Generally inaccurate, irrelevant, and incomplete; lacks support	Generally accurate, relevant, and complete; adequate evidence and support.	Accurate, relevant, and complete; detailed evidence and support.	
Style	Overall inappropriate or distracting use of language skills, notes, body language, voice, and eye contact.	Overall appropriate use of language skills, notes, body language, voice, and eye contact.	Exemplary use of language skills, notes, body language, voice, and eye contact.	
Responsiveness	Cannot, does not, or has great difficulty answering questions.	Can answer questions.	Can answer questions with appropriate explanation and elaboration.	
Total Score				