Friday 8/26: 1:00 to 2:30: ECE Conference Room

**Purpose:** Assess Capstone Web. Launch Evaluation System Assess/Improve.

## RESULTS

### Assess capstone web

**Strengths**
1. The navigation options are parallel on both levels and doesn’t overwhelm the user.
2. The content is deep and rich.
3. The look and feel is complimentary and compatible with MindWorks and ELE.
4. Built on the lessons learned from the ELE experience.
5. The navigation system allows the user to keep track of location, both absolute and relative.
6. The navigation system is intuitive and easy to follow.
7. Well structured and inclusive by following audience-type.

**Improvements**
1. Build concept of community on particularly the main home page.
2. Show users that people work together in capstone,
3. Balance the use of EE, CompE, and ME in pictures and descriptions.
4. Improve the quality of the UI and department logos.
5. Strike course numbers from description.
6. Rename schedule tab to more accurately describe content.

**Insights**
1. Detail out resource area in order to clarify roles of the schedule and course materials.
2. Processes are such an important part of the design process they need to be clearly integrated into the webpages.

AI--Carson. Send to SWB/LC a recommendation on including process on the web. Should it be distributed or should it stand out? Also recommend a starting list of processes.

AI--Lloyd/SWB. Apply axiomatic design (functional analysis) to the web in order to lessen the concern Joe raised about the the big picture structure and the data structure underneath.

### Mindshare on Evaluation

What is evaluation & why is evaluation important?
- **What.** Evaluation is measuring a performance and comparing the result against a predetermined standard to see if the standard is met. Evaluation meets the needs of the evaluator to insure that quality is achieved.
- **Why.** Produces quality. Allows us to communicate to external people the quality of our people. Motivates people when the evaluation is aligned with expectations of high
level performance. Fair because the evaluatee knows what they need to achieve. Elevates learning because it focuses the learner or employee on what is important, rather than how they need to do it.

Why should we going to work on evaluation right now as part of capstone & me223? What are the opportunities? What do we need to worry about?
- Communicate to professors what the goals are.
- Stronger alignment of courses.
- Model strong performance to our colleagues.
- Develop a system that is easy to use to facilitate bringing other faculty into capstone.

What are the principles of evaluation? (a principle is an essential aspect that cannot be removed without a major loss in quality).
- fairness--evaluatee knows what they need to do
- known standards
- focuses on performance

Assess capstone evaluation
Strengths
- Synthesis of data on 2nd page so that all the information is concisely communicated.
- Well coordinated, consistent language between the various part of the evaluation system.
- Integrated system of evaluation, ABET assessment, classroom assessment.
- Rubrics are simple (few words) with levels that are very distinct--this allows quick and effective measurement.
- Evaluation focuses on work products (concrete), but measures performance.

Improvement
- On page #2, link % with data.
- Add a rubric for each each work product plus a client rubric.
- Develop a one page document that clearly shows the performances that are being measured.
- Communicate how evaluation is sequenced with major project milestones.

Presentation on 223 evaluation
Bob presented his eval. system, but there was not time for discussion.

Next Actions
1. Set semester goals for evaluation system: ideas = applying Bob’s project status report w/ team assessment in capstone, aligning 223 & capstone, developing a way to bring out performance elements.
2. Use Bob’s eval. instrument in 223 & then assess it.