

Arkansas Tech University
 Assessment Committee
 Minutes of Meeting
 January 27, 2006

The Assessment Committee met in Doc Bryan Student Services Center on Friday, January 27, 2006; at 2:00 p.m. Members present were Dr. Cathy Baker, Dr. Jo Blondin, Dr. Eldon Clary, Mr. Phil Covington, Mr. Ron Hutain, Dr. Jan Jenkins, Ms. Sarah Judy, Ms. Tammy Rhodes, Dr. David Roach, Mr. Ron Robison, Dr. Carey Roberts, Dr. Robert Schwartz, Dr. Susan Underwood, Dr. John Watson, and Mr. Wyatt Watson were present. Mr. Fred Clayton and Dr. Annette Holeyfield were absent.

<p>CALL TO ORDER AND APPROVAL OF THE MINUTES</p>	<p>Dr. Roberts called the meeting to order and asked for dispensing of the reading of the minutes from the November 17, 2005 meeting. The minutes were corrected and approved. Motioned by Dr. Roach and seconded by Dr. Watson to dispense with the reading of the minutes. Motion carried.</p> <p>Motion by Dr. Robison to approve amended minutes seconded by Dr. Watson. Motion carried.</p>
<p>OLD BUSINESS</p>	<p>It was reported that the FAQ guide for the department heads, the Curriculum Committee report, and the assessment section of the curriculum change forms are all still in progress.</p> <p>It was stated that the next Curriculum Committee meeting is scheduled for February 10. Dr. David Underwood and Dr. Roberts have been invited to further explain assessment request for general education.</p>
<p>FACULTY SENATE MOTION FOR ADDING SENATOR TO THE COMMITTEE</p>	<p>The committee discussed the pros and cons of adding an elected faculty senator to the committee. The committee discussed the idea of constantly re-educating on the mission. Also, it was mentioned that the Assessment Committee serves outside the Faculty Senate structure.</p> <p>The committee then inquired on the purpose of the request, and on who has the authority to change the structure of the committee. Motion by Mr. Covington and seconded by Mr. Wyatt that it is not the responsibility of the committee to determine its composition. The committee then discussed that the meetings were open. Motion by Dr. Watson and seconded by Dr. Schwartz to add that the assessment meetings are always open, and faculty and staff are always welcomed to attend. Motion carried.</p>
<p>REPORT ON DEE</p>	<p>It was reported that Dr. Fink explained the material very well.</p>

FINK WORKSHOP	
TEACHING/LEARNING CENTER ASSESSMENT WORKSHOP: MARCH 13	Dr. Roberts reported that he is working with Dr. Flannigan to change the title, and he will be sending emails about updates.
MONITORING REPORT TO NORTH CENTRAL (June 30, 2006)	Dr Roberts reported that Dr. David Underwood drafted the report and that it is a follow up from a year and a half ago.
SCORING ASSESSMENT RUBRICS AND DISTRIBUTION	<p>The committee began discussion on how to score the rubric. It was suggested to have written comments on ways to improve. The committee then discussed on what specifically they would comment on. The four columns were suggested. Mr. Covington mentioned that last year seven questions were formally addressed.</p> <p>The committee inquired the ideas of giving the departments time to ask questions about their scoring and feedback. Dr Roberts then asked the committee how they would like to distribute the grading of the rubrics. It was suggested that the distribution be anonymous and that the graders do not grade an assessment within their department.</p>
DEPARTMENT HEAD WORKSHOP	<p>Dr. Roberts asked the committee their suggestions on the department head workshop. It was mentioned that April would not be a good month to hold the workshop since department heads are really busy during that time.</p> <p>The committee discussed giving a time during the workshop for the department heads to ask questions about their assessment feedback.</p> <p>The committee discussed the idea of having different workshops for the administration heads and the department heads. Mr. Covington mentioned that administration is graded differently by North Central than the educational departments.</p>
OPEN FORUM	<p>Dr Roberts mentioned that he, Dr. Clary, and Dr. David Underwood will meet monthly.</p> <p>Mr. Watson mentioned that student services are doing the SSI. He suggested that the committee pay for it as long as they were able to receive the information. Members of the committee suggested that the SSI could be paid for through a grant for \$2000 to cover the cost.</p>
ADJOURNMENT	Motion to adjourn meeting. Motion carried. Meeting adjourned at 3:05 p.m.

Arkansas Tech University
 Assessment Committee
 Minutes of Meeting
 February 23, 2006

The Assessment Committee met in the Doc Bryan Student Services Center on Thursday, February 23, 2006; at 2:15 p.m. Members present were Dr. Cathy Baker, Dr. Jo Blondin, Mr. Fred Clayton, Mr. Phil Covington, Dr. Annette Holeyfield, Mr. Ron Hutain, Dr. Jan Jenkins, Ms. Sarah Judy, Dr. Brenda Montgomery, Ms. Tammy Rhodes, Dr. David Roach, Dr. Carey Roberts, Dr. Robert Schwartz, Dr. John Watson, and Mr. Wyatt Watson. Dr. Eldon Clary, Mr. Ron Robison, and Dr. Susan Underwood were absent.

<p>CALL TO ORDER AND APPROVAL OF THE MINUTES</p>	<p>Dr. Roberts called the meeting to order and asked to dispense with the reading of the minutes from the January 27, 2006 meeting. The minutes were corrected and approved.</p>
<p>OLD BUSINESS: ADDING FACULTY SENATOR TO THE COMMITTEE</p>	<p>Dr. Hamm and Dr. David Underwood decided to appoint a member of the Faculty Senate to the Assessment Committee. Dr. Brenda Montgomery volunteered to serve as the Faculty Senate representative to the Assessment Committee.</p>
<p>TEACHING/LEARNING CENTER ASSESSMENT WORKSHOP: MARCH 13</p>	<p>Dr Roberts reported that he has received only tentative responses to the Teaching/Learning Workshop. The committee was informed that there will not be another meeting before the workshop on March 13th, and therefore, further communication will be sent through email.</p>
<p>POSTING MINUTES TO ATU WEBSITE</p>	<p>Mr. Wyatt Watson informed the committee that the August through November minutes are posted on ATU's Institutional Research website. The minutes can be found on the link titled ATU Assessment Activities. Mr. Watson then informed the committee that the Frequently Asked Questions link is up and waiting for more information.</p>
<p>SCORING ASSESSMENT RUBRICS AND DISTRIBUTION</p>	<p>The committee discussed areas that showed improvement in the department assessment plans and areas that still need improvement. The committee also discussed the idea of student support services using a different rubric, since their responsibilities differ substantially from those of academic departments.</p>

GENERAL EDUCATION ASSESSMENT	Dr. Roberts reported that he and Dr. David Underwood met with the Curriculum Committee. The Curriculum Committee finalized a letter for the general education goals. The letter requested faculty involvement in creating the goals. Ms. Rhodes informed the committee that the student representative of the Curriculum Committee had offered the services of students to do research to provide information about student satisfaction to the committee.
ASSESSMENT GRANT: SSI	<p>Mr. Fred Clayton volunteered to serve on the Assessment Grant Sub-Committee. He will join Dr. Cathy Baker and Dr. Jan Jenkins on the committee. Dr. Jenkins reported that the Assessment Grant Committee agreed to fund the Student Satisfaction Inventory up to \$2000.</p> <p>The committee discussed the requirements for people or groups that are funded. Motioned by Mr. Wyatt Watson and seconded by Dr. Jan Jenkins to raise funding ceilings to \$5,000 and to require that the person or group give feedback by a specific deadline and account for the way the money is spent. Motion carried.</p>
HLC ASSESSMENT WORKSHOP	Dr. Roberts informed the committee that the Higher Learning Commission has more workshops in Chicago. The committee discussed the idea of having department heads attend the workshop. Dr. Annette Holeyfield volunteered to attend the workshop on July 26-28 th . A motion by Mr. Wyatt Watson and seconded by Mr. Fred Clayton to have 8 department heads go to the HLC workshop in Chicago on July 26-28 th . Motion carried.
OPEN FORUM	The committee was informed that the ADHE is doing a statewide study over general education assessment. Dr. Jo Blondin and Mr. Wyatt Watson volunteered to find out how to bring someone to campus to discuss general education assessment.
ADJOURNMENT	Motion by Dr. Dave Roach to adjourn meeting. Motion carried. Meeting adjourned at 3:34 p.m.

Arkansas Tech University
 Assessment Committee
 Minutes of Meeting
 March 28, 2006

The Assessment Committee met in the Doc Bryan Student Services Center on Tuesday, March 28, 2006; at 2:00p.m. Members present were Dr. Cathy Baker, Dr. Jo Blondin, Mr. Fred Clayton, Mr. Phil Covington, Dr. Annette Holeyfield, Mr. Ron Hutain, Dr. Jan Jenkins, Ms. Sarah Judy, Dr. Carey Roberts, Dr. Rob Schwartz, Dr. Susan Underwood, and Mr. Wyatt Watson. Dr. Eldon Clary, Dr. Brenda Montgomery, Ms. Tammy Rhodes, Mr. Ron Robison, Dr. David Roach, and Dr. John Watson were absent.

<p>CALL TO ORDER AND APPROVAL OF THE MINUTES</p>	<p>Dr. Roberts called the meeting to order and asked for a motion to dispense with the reading of the minutes from the February 23, 2006 meeting. Motion by Dr. Schwartz and seconded by Dr. Jenkins to accept the minutes as written. Motion carried.</p>
<p>OLD BUSINESS: ASSESSMENT PLAN REPORTS</p>	<p>Dr. Roberts asked the committee their thoughts on the outcome of the assessment plan reports. Committee members shared their analyses about the plans this year as compared to last year.</p> <p>The committee then discussed their ideas on how to recognize or award programs that do well with assessment. Dr. Jenkins suggested awarding programs with good assessment plans a pass on the next year's evaluation. Dr. Underwood suggested a monetary award for program's assessment budget. The committee then discussed the idea of a monetary award in more detail. Motion by Mr. Covington and seconded by Dr. Blondin to create a process to award \$500 to each program for up to 5 programs per year. Motion carried. Dr Jenkins asked about the process of selecting the recipients of the award. It was suggested that members nominate a candidate and then put together a packet for review by the committee.</p>
<p>FAQ DOCUMENTS</p>	<p>The committee reviewed the FAQ document. It was announced that the final draft of the document would be sent out to all members when completed. It was</p>

	mentioned that the FAQ document is currently focused on faculty.
CURRICULUM COMMITTEE REPORT: GENERAL EDUCATION PROGRESS	Dr. Roberts mentioned that he and Mr. Saldivar are still receiving information about general education assessment practices from schools around the region. The information given will be given to the committee through a report.
DEPARTMENT HEAD LUNCHEON, SUMMER 2006	Dr. Blondin informed the committee on two potential speakers for the department head luncheon, Dr. Peggy Maki and Mr. Jeffrey Seybert. The committee discussed the best time and format of the luncheon. Mr. Covington suggested having a practical practice segment where attendees could ask questions and receive advice on their assessment plans for the next school year. The committee then discussed ways to encourage department heads to attend and the possibility of opening the luncheon to all faculty.
ADJOURNMENT	Meeting adjourned at 3:45 p.m.

Arkansas Tech University
 Assessment Committee
 Minutes of Meeting
 April 26, 2006

The Assessment Committee met in the Doc Bryan Student Services Center on Tuesday, April 26, 2006, at 2:00p.m. Members present were Dr. Cathy Baker, Dr. Jo Blondin, Mr. Fred Clayton, Mr. Phil Covington, Dr. Annette Holeyfield, Mr. Ron Hutain, Dr. Jan Jenkins, Ms. Sarah Judy, Dr. Brenda Montgomery, Ms. Tammy Rhodes, Dr. Carey Roberts, Dr. Rob Schwartz, Dr. Susan Underwood, Dr. John Watson, and Mr. Wyatt Watson. Dr. Eldon Clary, Dr. Mr. Ron Robison, and Dr. David Roach were absent.

<p>CALL TO ORDER AND APPROVAL OF THE MINUTES</p>	<p>Dr. Roberts called the meeting to order and asked to dispense with the reading of the minutes from the March 28, 2006 meeting. The minutes were corrected and approved. Motioned by Dr. Schwartz and seconded by Dr. Montgomery to dispense with the reading of the minutes. Motion carried.</p> <p>Motion by Dr. Underwood to approve amended minutes seconded by Dr. Schwartz. Motion carried.</p>
<p>OLD BUSINESS: S.S.I. SURVEY RESULTS- DR. JERRY FORBES</p>	<p>Dr. Forbes reported the results of the Student Satisfaction Inventory. Dr. Forbes briefed the committee on Arkansas Tech's current greatest strengths and challenges based on the results of the inventory. Dr. Forbes informed the members that he plans to have the results posted on the Institutional Research website and Bridge to Excellence website. Dr. Forbes also informed the committee that the results could be separated by departments and majors.</p>
<p>DEPARTMENT HEAD WORKSHOP (August 15-16th, 2003)</p>	<p>Dr. Roberts and Dr. Blondin notified the committee that Dr. Jeff Seybert will meet with the department heads for the workshop on August 15th-16th.</p>

DEPARTMENT HEAD ASSESSMENT JUNKET (JULY)	Dr. Annette Holeyfield and Dr. Michael Tarver will be attending the Chicago Assessment Junket in July. The committee suggested other possible department heads that might be able to attend.
DEPARTMENT HEAD FAQ	The committee was notified that the FAQ document will be on the Institutional Research website by next week.
ASSESSMENT REPORTS 2005-06	Dr. Roberts asked each committee member to send him their top program from the ones they assessed.
2005-06 ASSESSMENT GOALS	The committee discussed their achieved goals for this year. The committee sent out and evaluated the assessment reports, had one junket, and had one assessment grant proposal and a report on the results of that grant.
NEW BUSINESS: GENERAL EDUCATION -RESULTS OF FACULTY SURVEY APRIL 2006 -ASSESSMENT AT OTHER COLLEGES AND UNIVERSITIES	Dr. Roberts informed the committee that most people who did not respond (to what?) were not administration. The committee then discussed the results of the faculty survey. Dr. Roberts explained the report on the assessment at other colleges and universities.
UAC BUDGET	The committee was notified that the Assessment Committee annual budget is around \$49,000/yr. The fiscal year begins on July 1 st . The MFAT, Rising Junior Exam, assessment workshop junkets, and the Assessment graduate assistant's salary all come from the assessment budget.
SUMMER 2006 MEETINGS	The committee was informed that there will be regular monthly meetings during the summer.

2006-07 ASSESSMENT GOALS	Dr. Roberts informed the committee that next year he hopes to send out more reminders about assessment grants in order to receive more proposals.
OPEN FORUM	Mr. Watson mentioned MFAT. He informed the committee that there are a lot of different exams out there for different fields. (what does this mean?)
ADJOURNMENT	A motion to adjourn the meeting by Mr. Watson. Meeting adjourned at 3:00p.m.

Arkansas Tech University
 Assessment Committee
 Minutes of Meeting
 September 12, 2006

The Assessment committee met in the Doc Bryan Student Services Center on Tuesday, September 12, 2006 at 2 pm.

Approval of Minutes	Minutes were reviewed. Correction to time of meeting and a couple of spelling errors. Motion to approve by Ron Schwartz, seconded by Annette Holeyfield.
<u>Old Business:</u>	Dr. Seybert Workshop Report Discussion regarding the success of program. Dr. Roberts and others have received many favorable comments about the workshop.
	HLC Workshop, October (not attending) Discussion regarding the expense of sending people to workshops in other parts of the country. Dr. Roberts pointed out that the committee can get more out of available funds by bringing in consultants than by sending people to a workshop elsewhere.
	Curriculum Committee, General Education Goals Tammy Rhodes spoke to the Assessment Committee as Curriculum Committee representative. She advised that the Curriculum Committee was charged with revising General Education Goals from 31 recently proposed to 7-10. Curriculum Committee is taking process very seriously and working diligently.
Agenda Suspended:	Dr. David Underwood spoke regarding HLC commendation on changes made to assessment process by Arkansas Tech.
New Business	Semester Meeting Times Semester meeting times were approved (list them here)
	Staff/Administrative Assessment Discussion regarding importance of Staff/Administrative assessment. Phil Covington, Wyatt Watkins, Carol Trusty, Tammy Rhodes, Annette Holeyfield, and Rob Schwartz were all appointed to a committee to help create a FAQ sheet for Staff/Administrative Assessment.
	General Education Assessment Discussion regarding importance of developing general education assessment. Need to have the Curriculum Committee get Gen Ed

	<p>goals down to 7-10 so that Assessment Committee can formulate assessment devices for these goals. Dr. Roberts mentioned having volunteers from the Assessment Committee to use student artifacts from their specific classes as measures of General Education goals. Dr. Dave Roach and Dr. John Watson also spoke about using student artifacts and different methods in which to use them. Suggestion to form committees combining staff and faculty to review these artifacts to assess the General Education goals.</p>
	<p>Assessment Grants Assessment grants have been increased to \$5000. Dr. Roberts had sent out an informal invitation to Department Heads but was going to send out a more formal one soon. Dr. Roach suggested sending e-mailed information on assessment grants to all faculty. Dr. Roach (are you sure this wasn't Dr. Bullock?) also asked if members on the Assessment Committee were eligible for grants. Dr. Roberts responded that they are.</p>
	<p>Assessment Academy Dr. Blondin spoke about the meeting that she attended (what was it?) and advised that they (who?) are eliminating HLC workshops for next year and are starting the Assessment Academy (which is what?). There are currently 14 universities already signed up for next year at \$7000 per institution. Dr. Blondin reported being cautiously optimistic about the process but would like to see it progress for a year or two to see the results.</p>
Meeting Adjourned	Meeting adjourned at 3:00 pm

Arkansas Tech University
Assessment Committee
Minutes of Meeting
October 2, 2006

The Assessment Committee met in the Doc Bryan Student Services Center on Tuesday, October 2, 2006 at 2 pm. Members present were Dr. Carey Roberts, Dr. Jan Jenkins, Dr. Rob Schwartz, Dr. Susan Underwood, Dr. Annette Holeyfield, Carol Trustee, Dr. Daniel Bullock, Phillip Covington, Dr. Dave Roach, Dr. John Watson, Dr. Brenda Montgomery, Wyatt Watson, Tammy Rhodes, & Kyle Harris.

Approval of Minutes Minutes were reviewed. Corrections to name of Dr. Schwartz, added list of committee members present, corrected Dr. Watson's name. Dave Roach moved to have minutes approved, Jan Jenkins seconded the motion.

Old Business **Texas A&M Conference**
Dr. Susan Underwood, Dr. David Underwood, & Wyatt Watson have submitted a presentation proposal to the conference. Had submitted a grant proposal to Assessment Committee but wished to withdraw it because of impression that travel/conferences were covered by these grants. Will be seeking funding from Faculty Development Fund instead. Discussion of feasibility of including travel to assessment conferences in mini-grants.

Assessment Summaries

Dr. Roberts presented a list of the departments and programs that have submitted their assessment plans by the due date. A majority of programs have been submitted; however, several programs have not submitted their plans. Dr. Roberts was pleased but will follow up with those still missing.

Curriculum Committee Updated

Tammy Rhodes informed the committee that the Curriculum Committee has formed a sub-committee to draft Gen-Ed goals for the next meeting. The goal is for this sub-committee to come up with 7-10 goals and then bring those back to the Curriculum Committee to be narrowed down further.

New Business **Assessment Grant Guidelines and Criteria**
Dr. Roberts introduced questions regarding Assessment mini-grant guidelines. Discussion was had regarding course release pay, data management and additional staff for this purpose, conferences, and student labor. Dr. Bullock discussed the overwhelming amount of work but could not hire a student worker to help with data entry when he was awarded a mini-grant. Dr. Jenkins mentioned previous

concerns regarding confidentiality but suggested that Dr. Roberts talk to Dr. David Underwood for further information about this issue as a factor in the creation of guidelines. Dr. Roberts mentioned possibility of allowing the departments with problems doing assessment reports to use mini-grants to pay for extra labor to help get them up to date. Dr. Jenkins asks whether this might not amount to reinforcement for making assessment reporting a low priority. Committee argued against paying for course releases in fear of abuse of mini-grants. Discussion was held regarding hiring a part time data-management employee for the university. Wyatt Watson explained the need for someone who could help data-heavy departments with their raw data in a consistent and uniform method. Dr. Roberts suggested that Assessment mini-grant guidelines and recommendations about data management staffing be addressed at the next meeting. Dr. Roberts asked the mini-grant sub-committee (Dr. Jenkins, Dr. Clary, and Dr. Bullock) to suggest specific changes.

Streamlining assessment reporting

Dr. Roberts reported split feedback from Dean's Council on assessment reports. Some want to see it directly, and some do not. There was no feedback at all from Vice-Presidents. Some (who?) were troubled that little feedback is provided by Assessment Committee. Question arose regarding how to present information in the future. Wyatt Watson suggested 3-4 committee members present feedback face-to-face. Other discussion was held regarding this topic, including possibility of sending notices to faculty about feedback instead of limiting to department heads. Phil Covington asked why do assessment if not to provide feedback.

Sharing Assessment Information

Discussion was held regarding the Depart of Education and the National Database of Assessment. Dr. Roberts suggested making assessment plans public so that students, parents, & legislators can find meaningful information, i.e. 5 -year review including assessment. Suggestion made regarding putting assessment reports on academic web pages. Wyatt Watson was afraid that people will start making changes to assessment report so that negative outcomes were no longer reported. Wyatt Watson suggested only putting first 2 columns on the web pages. Discussion was had regarding goals on each department's web pages. Also discussion regarding that if it is put on the web that additional levels of administration may have to approve it.

Meeting
Adjourned

Meeting adjourned by motion of Dr. Rob Schwartz, seconded by Wyatt Watson at 3:15 pm

Arkansas Tech University
Assessment Committee
Minutes of Meeting
November 7, 2006

The Assessment Committee met in the Doc Bryan Student Services Center on Tuesday, November 7, 2006 at 2 pm. Members present were Dr. Carey Roberts, Dr. Jan Jenkins, Dr. Rob Schwartz, Dr. Susan Underwood, Dr. Annette Holeyfield, Dr. Daniel Bullock, Dr. Dave Roach, Dr. John Watson, Dr. Robin Lacey, Ron Hutain, Wyatt Watson, & Sarah Judy. Also attended: Kyle Harris

Approval of Minutes Minutes were reviewed. Corrections to spelling of Carol Trusty's name. Dr. Schwartz moved to accept, Dr. Watson seconded.

Old Business **Update on Assessment Reports**

Dr. Roberts reported that almost every department, though not every major, has submitted an assessment report. He reported he was very satisfied with the submission numbers. He reported that he will be going through the reports first and will give feedback to the department heads. He said that the entire committee will review the assessment reports and give feedback to all departments during the spring semester.

Assessment Grant Applications

Dr. Roberts reported that the Speech, Theater, & Journalism Department and Dr. Jerry Forbes of Retention Services have submitted a combined grant application. This is the only application so far. Deadline has been extended to November 15th. Dr. Roberts also reported that assessment grants will not pay for time release and that some Department Heads have expressed concern about this issue.

General Education Goals

Dr. Roberts handed out the new General Education Goals from the Curriculum Committee. It was stated that the CAPP is the only General Education assessment tool at this time. Wyatt Watson stated he was satisfied with the goals but was concerned that wording should specify students seeking baccalaureate degrees. He made a motion to request change of wording on the goals. Dr. Roach seconded the motion.

Dr. Watson asked when the general education goals would become permanent, and Dr. Roberts responded that he was unsure of the time table.

Dr. Jenkins voiced concern over the wording that appears to specify the objective of teaching morals. She also questioned wording that regarding students learning ancient history and contemporary history without mention of modern history.

Dr. Roach provided general education goals from other schools, and discussion was held comparing those goals to the goals produced by the Curriculum Committee.

Dr. Holeyfield, Dr. Roach, Dr. Watson, Dr. Lacey, Dr. Jenkins all discussed the advisability of broader goals, arguing that they would be much easier to assess.

Dr. Watson did make a point that though he would like to see some changes made to the wording of the general education goals, he is impressed with the effort put forth by the Curriculum Committee and they should be commended for their hard work.

Dr. Lacey suggested that general education goals should be written so that each department can assess their own students. Dr. Watson agreed. Dr. Bullock voiced concern on how a chemistry professor can assess whether a student has met a goal relating to artistic expression. Dr. Watson said that it would take creative thinking, but that even math classes can relate to arts and

humanities.

Discussion was held regarding the first general education goal and how to assess it. Suggestions were made to use a speech class and the grades on certain speeches to assess this. There were also suggestions on using capstone classes. Dr. Roberts talked about using standardized tests such as the Praxis and other major field exams. Wyatt Watson agreed, saying that using standardized tests would help with acquiring common sets of data. Ron Hutain suggested using resumes and mock interviews with seniors as another option for assessing this goal.

Dr. Susan Underwood explained that assessment of a complex goal will require multiple pieces of evidence.

Discussion held as to who should assess the general education goals. Some members argued that the departments should do these assessments and then bring results back to the University Assessment Committee. Others said that general education is a university responsibility and should be done on a university level.

Discussion was held regarding wording for broader statement of goals. Dr. Watson suggested, as an example, the following:

Communicate effectively
Demonstrate ethical behavior
Think critically
Understand scientific process

Appreciate arts & humanities

Dr. Jenkins moved to take the reworded goals to the Faculty Senate.

Dr. Schwartz seconded

Sarah Judy and Dr. Underwood agreed that students will be more likely to understand the goals if they are broader. Dr. Bullock said that there should be broad goals with more concise objectives. Dr. Watson also pointed out that he doesn't know how to assess ethics but that accrediting agencies do require information on it.

Dr. Roberts intends to meet with other Assessment Chairs at the other four-year institutions in Arkansas to discuss assessment at their schools.

Wyatt Watson expressed concern about the best method for storing all assessment information. He said that Banner's extension program Extender should be able to store assessment reports with the ultimate goal of replacing paper copies and e-mails and would make the reports , available across campus. He asked the committee if they wanted a central depository such as this for assessment information. They did. Dr. Roberts also wants assessment goals to be posted on each department's web pages.

3:15 p.m. Meeting adjourned by motion of Wyatt Watson.
Meeting
Adjourned

Arkansas Tech University
Assessment Committee
Minutes of Meeting
December 7, 2006

The Assessment Committee met in the Doc Bryan Student Services Center on Tuesday, November 7, 2006 at 2 pm. Members present were Dr. Carey Roberts, Dr. Jan Jenkins, Dr. Rob Schwartz, Dr. Susan Underwood, Dr. Annette Holeyfield, Dr. Daniel Bullock, Dr. Dave Roach, Dr. John Watson, Dr. Robin Lasey, Ron Hutain, Wyatt Watson, Phil Covington, Dr. Brenda Montgomery & Sarah Judy. Also attending was Kyle Harris.

Approval of Minutes Minutes were reviewed. Corrections to spelling of Dr. Lasey's name and "depository" to "repository." Wyatt Watson moved to accept minutes as amended, motion was seconded by Dave Roach and passed by committee.

Old Business **General Education Goals**

Dr. Roberts reported that the Faculty Senate approved and recommended to Academic Affairs a list of General Education Goals. Dr. Roberts suggested that the Assessment Committee send their own recommendations to Academic Affairs as well. Wyatt Watson wished to speak to the committee regarding his misunderstanding of General Education goals. He wanted to make sure that the committee understood that Academic Affairs wants assessment of the general education curriculum, not of the generally educated person. Mr. Watson read the Higher Learning Commission Statement on General Education regarding the difference between general education curriculum and a generally educated person. Mr. Watson stated that the Commission Statement refers to all certificates, associate degree, bachelor's degrees, and master's degrees. Dr. Lasey asked how general education goals would be assessed for associate degrees or certificates if neither of those has a general education component.

Discussion regarding the opening statement. It was agreed that the opening statement should be changed to "The ATU student who has completed the general education curriculum should have acquired a foundation for knowledge common to educated people and the capacity to expand that knowledge over his/her lifetime. In order to fulfill this, the student will be able to:"

Wyatt Watson stated that the Assessment Committee should assess general education goals, and that departments and programs should assume that all general education goals are being met and thus shouldn't necessarily have these same goals for their departments and programs.

The Assessment Committee reviewed the general education goals as follows:

- 1) Communicate effectively-The committee approved this goal.
- 2) Think Critically- The committee agreed with wording of this goal after much discussion.
- 3) Demonstrate knowledge of ethical and moral issues- After much discussion, it was agreed that since the University Mission Statement includes mention of ethics and that accrediting agencies and the Strategic Planning Committee view ethical behavior as very important, this goal should certainly mention ethics but not morals. In addition, since ethical behavior can be learned but not enforced, it was agreed that the wording should be changed to "Develop Ethical Perspectives."
- 4) Apply Scientific Reasoning-Much discussion on the overlap between Goal 2, "Think critically" and this one. Dr. Holeyfield pointed out that thinking critically is the highest level of cognitive thought. It was agreed that
- 5) Demonstrate knowledge of the arts and humanities. Agreed.
- 6) Demonstrate understanding of diverse cultures.-Discussion on how knowledge of diverse cultures is part of the study of humanities and thus, this goal is redundant. Agreed that

this goal is superfluous.

- 7) Demonstrate understanding of health and wellness concepts-Discussion on whether this should be included in general education goals or whether this should be a separate goal. The committee agreed that final wording should be “Understand wellness concepts” It was pointed out that this does not just cover physical education and wellness but it could include psychology and other classes that contribute to mental and physical well-being.

The final list approved by the Assessment Committee to send to Academic Affairs as their recommendation is as follows:

- 1) Communicate Effectively.
- 2) Think Critically.
- 3) Develop Ethical Perspectives.
- 4) Apply Scientific, Quantitative, & Analytical Reasoning.
- 5) Demonstrate Knowledge Of The Arts & Humanities.
- 6) Understand Wellness Concepts.

New
Business

Assessment Grant Applications

Dr. Jenkins reported on the recommendations by the Assessment Grant sub-committee to regarding the four applications brought before the committee. The four applications were from Chemistry/Physical Science, Nursing, Residence Life, and a combined application from Retention Services and Speech, Theatre, and Journalism. Dr Jenkins also pointed out questions raised by the sub-committee while reviewing proposals. . Handouts were given to the committee members with the applicants’ responses to those questions.

Discussion was held regarding whether the Residence Life application qualifies for an assessment mini-grant. Dean Covington explained the Residence Life application to the committee and the background of it. He pointed out that the main question for Residence Life is, “Are the programmatic efforts of Residence Life helping students learn in the classroom.” Dean Covington pointed out that Residence Life is one of the most critical support staff units to help students in academics. The sub-committee recommended acceptance of their application. The Assessment Committee agreed to fund the proposal from Residence Life.

Nursing Application- Sub-committee recommended funding. The Assessment Committee agreed to fund.

Physical Science-. Sub-committee recommended funding after questions were answered. The Assessment Committee agreed to fund.

Retention/Speech, Theater, & Journalism-Sub-committee reported that all questions had been answered except itemization of additional \$200. Dean Covington reported that these funds were to be used for miscellaneous items, prizes for student involvement, etc. The sub-committee recommended that the application be approved minus the \$200. The Assessment Committee accepted the application for \$4800 for Retention Services/Speech, Theater, & Journalism.

Assessment Newsletter

Dr. Roberts reported that an assessment newsletter would begin in the spring semester

CAAP Results

Dr. Roberts reported having the CAAP exam reports. Dr. Roberts and Dr. Underwood attended a seminar a couple of months ago regarding the results. (what about this?)

3:30 p.m.

Meeting adjourned by motion of Dr. Roberts. Motion seconded by Dr. Roach

Meeting Adjourned	
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