

**Arkansas Tech University- Ozark Campus
Assessment Committee Meeting Minutes
February 24, 2010**

Members Present: Ester Leonard, Debbie Wofford, and Bruce Sikes

Absent: Pat McCreary and Ken Warden

The meeting began at 3:00 p.m.

Ron Hutain called the meeting to order and handed the members the agenda.

Because Sherry Brown, the recorder, took another job in Little Rock, the chair appointed Debbie Wofford to take the minutes. In the absence of Sherry at the last meeting, Ester had recorded the minutes. She had emailed them to Ron, the chair of the assessment committee.

The committee reviewed the HLC draft (Component 3) that will be submitted for North Central review. Members analyzed the document to determine if the Ozark Campus was completing their assessment according to these guidelines. It was determined that our campus was meeting the criteria set forth by the HLC.

Inquiry was made concerning noncredit classes and if they are being assessed. Mr. Sikes indicated that Ken Warden was completing this assessment through the Business & Industry program.

Updates were given about the different departments and if they had been submitting their objectives and their data into the TracDat software. It was determined that most departments had this completed. Ron suggested that the program chairs should record what they are doing with their assessment toward student learning. Ester Leonard indicated that this is recorded under the plan assessment tab in TracDat.

Ron informed members of the date of the North Central review team—March 2011. Debbie Wofford asked why the date had been extended one year. Mr. Sikes said that the HLC commission had put the date as 2011 instead of the 2010-year.

A request was given to the assessment committee from the faculty senate. We are to develop a set of bylaws according to the criteria set forth through the faculty senate. Ron Hutain asked Debbie Wofford to review the criteria and compose a

draft for our committee to submit to faculty senate. The deadline is Monday, March 1, 2010.

Mr. Sikes indicated Mr. Harris would soon be implementing nonacademic assessment. Mr. Harris is researching an assessment tool to buy and compile the data.

All teachers' course syllabi need to include that course's objectives. The committee reviewed some recently submitted by the Welding program. Teachers would just have a section in their course syllabus that said, upon completion of this course, a student will be able to . . .

Discussion was held by the assessment committee for updating our school's website to include the program outcomes. Mr. Sikes asked Ron to design this and give to Brianna France, part-time employee in the academic affairs office, so she could start typing the information.

Ron Hutain, chair of the committee, indicated that next Thursday, March 4, at 3:00 p.m. would be the next assessment meeting.

The meeting adjourned at 4:30 p.m.