

January 2004 - members present baker, lori, blount, watson, wyatt, clary, trust, sheets, roach, robison, luke, roberts, jenkins

members absent holeyfield, student

revise minutes to say acquisition for departmental assessment committee motion made and seconded to approve amended minutes

began meeting with introduction of Dr. Blonden - explained merger does not know how detailed the team will be where AVTI is concerned asked MR. jones to designate two representatives Dr. blonden will be the representative

two year programs is very different and will be much easier procedures are being set up as we speak and our committee will oversee

will send out final report to sub-committee - will be sent to each committee member also

chronological order address everything we have done since their last visit at least 2 or more actual uses of results from each school

assessment grants

2 we funded and 2 were not funded

1 from physical science asked from computer and travel - fund partial with computer and travel removed?

Dr. watson had an issue with travel because there are no specific details for how the \$600 will be used

dr. blonden indicated that it needs to be tied to specific assessment outcomes - travel is scheduled for spring of this year will not have results by visit

dr. baker indicated that the conference is something they go to every year - should go for on-campus assessment

may need to tighten up requirements for the grant proposals. change requirements to show that don't ask for travel equipment, etc and if you get the grant and want to present it then there is a chance to present - all in favor will be done in writing willing to fund project minus the travel and computer and then they can ask for travel after the grant is funded and results are presented - dr. u will distribute to committee for approval.

2nd grant = pull out the salary and fund rest of proposal

okay for student worker but not faculty salary all in favor to take out \$600 for salary but there is a problem with the student worker salary all in favor to deny proposal and ask them to resubmit - issue about limit for student worker hours can be explained in the denial

time frame for acceptance = 2 weeks

summary of assessment plans was distributed to members as a status of where we are on the submission of plans

center for teaching and learning will have three conferences:

assessment puzzle

defining your course goals and objectives

using data to improve instruction

send a blanket e-mail to invite people to attend

would reach more people going thru dean's office - would be a good suggestion for next time, but can't do it right now

workshop information was distributed to members - information was given about Dr. Fleniken paying for some

is this worth pursuing (we would not have to pay much) - if so Dr. u will check his references and get a room and time reserved

may be worth it to spend more money and not use this person

at the very least we need to check references if this is free and then we can also look into other consultants

Dr. U will try to find out about his references and then e-mail committee if he is good and can we schedule him for this semester

recommendation to send entire committee instead of just 5

survey done by student services

10 items that represent your school - items were sent to all deans and no deans responded, now assessment committee has an opportunity to pick 10 items - if everyone is in agreement that these items are reasonable then these 10 items can be used - must have answers by tomorrow

#3 change wording and all approved

update from Wyatt on NSSE & FSSE

FSSE are still in process - finalized invitation e-mail but date that it will be sent to faculty has not been finalized should be later March or early April

NSSE - have submitted all student e-mails will come out on Monday or Tuesday after Spring Break

will be several follow-up e-mails to students who have not responded

3rd week in April the survey will stop and then we should have results well before the fall semester

as soon as dr. u has final draft of assessment report - he will send it to members and encouraged all members to read it and send any comments

next meeting will be next month

meeting adjourned 3:35

The meeting was called to order at 2:30 pm by Dr. Underwood. Members present were: Jan Jenkins, Carey Roberts, John Watson, Ron Robison, Dave Roach, Luke Heffley, Wyatt Watson, Carol Trusty, Eldon Clary, Jo Blondin, and Cathy Baker.

The committee began with a report from Mr. Wyatt Watson and Dr. Clary regarding their investigation of how other institutions are using their money for assessment related activities. A copy of the summarized report is attached. The committee was pleased to find that most of the activities currently being funded or recommended are very much in line with those being pursued by other institutions.

Dr. Blondin reported on the status of assessment at AVTI. They have identified an assessment committee that is being chaired by Dr. Blondin. She is currently working with the other members and the faculty to develop an inventory of assessment activities already taking place on campus. Additionally, they are all being trained on assessment and will also be using the assessment training being provided by the Center for Teaching and Learning on the Russellville campus. The intent is for their assessment procedures and timelines to mirror those of the Russellville campus by the beginning of the fall semester.

Dr. Underwood passed out a copy of an email from the Center for Teaching and Learning regarding an assessment program (The Assessment Puzzle: Putting the Right Pieces in the Right Places) being sponsored on March 3, 2004. All members were invited to attend and were asked to encourage faculty in their departments to attend.

Dr. Underwood also passed out a copy of a flyer (What You Always Wanted to Know About Assessment) regarding an assessment workshop to be held in Little Rock on April 30, 2004. The workshop features Dr. Thomas Angelo and Tech has been given authorization for six participants. The workshop has a nationally recognized speaker and will be an excellent opportunity for learning more about assessment for a very small cost. The cost is only \$20 per participant plus their travel to and from Little Rock. The Dr. Roach immediately volunteered to attend. Dr. Underwood asked the committee to encourage other faculty members to attend as well so that we were not constantly training ourselves.

The focused visit was discussed with the committee including providing them with a link to a copy of the report which was ready to be delivered to the visiting team members. The members were asked to review the report and to encourage members of their departments to read the report as a method of reminding everyone of the many kinds of assessment activities that have been taking place over the last few years.

Dr. Underwood shared the latest retention information with the committee. It indicates that overall the retention from fall to spring was up 1.52% over last year and was the

highest since the fall of 1996. Dr. Underwood also indicated that data were about to be released regarding the Bridge to Excellence program and the impact the program has had on student retention. Preliminary indications are that the program is making a major difference for those students who participated.

The meeting was adjourned at 3:35 pm.

Academic year's report
Assessment Committee Minutes

April 1, 2004

col. 3-4 from previous year's col. 1-2 for next year

Members Present: Dr. David Underwood, chair, Dr. Cathy Baker, Dr. Jo Blondin, Dr. Eldon Clary, Mr. Luke Heffley, Dr. Annette Holeyfield, Ms. Lori LeBahn, Dr. David Roach, Dr. Carey Roberts, Mr. Ron Robison, Dr. Glenn Sheets, Ms. Carol Trusty, Dr. John Watson, and Mr. Wyatt Watson.

Members Absent: Dr. Jan Jenkins and Ms. Casey Stephens

Call to Order

The meeting was called to order at 2:30 p.m. The meeting began with the approval of minutes for the January 22, 2004, and February 26, 2004, meetings. Motion was made to approve the minutes for January 22, 2004, and February 26, 2004. The motion was seconded and unanimously approved.

Official Business

Dr. Underwood indicated that there was a guest speaker at the meeting, Dr. Susan Underwood, who would give a report on the Bridge to Excellence program.

• Bridge to Excellence Program/Retention

water
At
Dr. Susan Underwood began by giving the committee an update on the success of the previous Bridge to Excellence experiences. Dr. Susan Underwood indicated that there were 750 first-time freshmen students who participated in the program for the Fall 2003 semester out of 1,339 first-time freshmen students who were invited to participate. The students who participated had a 90% return rate as compared to students who did not participate, with a 70% return rate. Dr. Susan Underwood indicated that Arkansas Tech University (ATU) is still below the national retention rate of 79-80% with an average retention rate of 62%. Dr. Susan Underwood informed the committee that future programs would target ATU's retention rate and every effort would be made to impact the overall retention rate for the university. Dr. Susan Underwood indicated that she had received feedback from several of the mentors from the previous Bridge to Excellence experiences. The major concerns involved the information received for each student and the need to receive the student's information quickly, so that the mentor had time to intervene if necessary. Dr. Susan Underwood explained that the mentors would now be receiving targeted data about the student and that packets would be distributed to mentors throughout the summer. In addition to the changes listed above, there will be a Community Fair in Tucker Coliseum on August 16, 2004, so that each mentor will have the opportunity to meet with their students prior to the beginning of the semester. Dr. Susan Underwood announced that an enrollment form is now available on-line. Dr. Susan Underwood emphasized that the goal for this experience would be to minimize the administrative part of the program and maximize time with the students. Dr. Susan Underwood encouraged the committee members to discuss the possibility of mentoring with their colleagues, as she currently has 102 mentors, but needs a total of 150 mentors.

- **Focused Visit**

Dr. Underwood indicated that an invitation for the dinner with the North Central team on Sunday, 4-25-04, would be distributed to each committee member. Dr. Underwood emphasized that this first meeting with the North Central team would be an important opportunity for the team to meet with the people on-campus who are critical to the assessment process. Dr. Underwood announced that the formal meeting with the North Central team would be on Monday, 4-26-04, and information would be distributed to each committee member as to the time and place. Dr. Underwood informed the committee again that the assessment report is available on-line.

- **Assessment Project Grants**

A status report of the funding for the grants was distributed to the committee.

- **Assessment Workshop**

A list of attendees for the What You Always Wanted to Know About Assessment Workshop on April 30, 2004, was distributed to the committee.

- **General Education Assessment (CAAP)**

Dr. Underwood indicated that he had received approval from the Arkansas Department of Higher Education (ADHE) to modify the delivery time of the CAAP exam. Dr. Underwood informed the committee that the overwhelming complaint regarding the CAAP exam was the fact that the exam was four hours long. Dr. Underwood distributed the approval from ADHE to reduce the exam time from four hours to one hour, beginning in the Fall 2004 semester.

New Business

Dr. Underwood indicated that it was time to begin considering a time frame for the next assessment cycle. Dr. Underwood asked Mr. Wyatt Watson to chair a sub-committee that would be responsible for recommending an assessment cycle. Dr. Cathy Baker volunteered to be a member of the sub-committee. Dr. Underwood emphasized the importance of having a "name brand" person for an assessment workshop. Dr. Underwood asked Dr. Eldon Clary to chair a sub-committee to recommend a respected individual with extensive and widely-recognized experience in the assessment field to conduct an assessment workshop. Dr. Glenn Sheets and Dr. Jo Blondin volunteered to be members of the sub-committee.

The meeting was adjourned at 3:15 p.m.

Assessment Committee Minutes
September 8, 2004

Members Present: Dr. David Underwood, chair, Dr. Eldon Clary, co-chair, Dr. Cathy Baker, Dr. Jo Blondin, Mr. Luke Heffley, Dr. Jan Jenkins, Dr. David Roach, Dr. Carey Roberts, Mr. Ron Robison, Dr. Glenn Sheets, Ms. Carol Trusty, and Mr. Wyatt Watson.

Members Absent: Dr. Annette Holeyfield, Dr. John Watson, and Ms. Casey Stephens

Call to Order

The meeting was called to order at 3:05 p.m. The meeting began with the approval of minutes for the April 1, 2004 meeting. Motion was made to approve the minutes for April 1, 2004. The motion was seconded and unanimously approved.

Official Business

Dr. Underwood distributed to all committee members the Higher Learning Commission's (HLC) Final Team Report for the Focused Visit on Assessment and the institution's response to the HLC Final Team Report. Dr. Underwood indicated that although the team required the submission of a monitoring report on assessment (due 6-30-06); overall the institution received a favorable review. Dr. Underwood indicated that HLC allows for a formal hearing before a review council regarding the Final Team Report, but the University decided not to pursue that option.

SUMMARY OF RATIONALE AND EXPECTATIONS - PAGE 25

Dr. Underwood went over all six items that were identified as issues to be addressed in the monitoring report.

- 1. The assessment program coordinator's assignment provides for an adequate amount of time in load to ensure appropriate attention to and support of the assessment program.** Dr. Underwood indicated that the support of the co-chair, Dr. Eldon Clary, and all of the committee members was not only an important factor in advancing the assessment efforts thus far, but would be vital to the continued success of the assessment program.
- 2. That adequate financial support is identified and provided for the full implementation of the program.** Dr. Underwood pointed out that the availability of increased assessment funding was relatively new to the committee and that the development of Assessment Project Grants was a good start for the distribution of funds. The committee will need to investigate other options in order to obtain full implementation of the assessment program at ATU and ATU-AVTI.
- 3. The assessment committee's function, reporting relationships, and membership are significantly improved and clearly defined and communicated to all campus constituencies.** The committee was chosen to provide campus representation and to help with involvement in the assessment program. The committee has two members that are

also on the faculty senate and yet the relationship between the committee and the faculty senate was questioned.

4. All academic programs provide documentation that data have been gathered, analyzed, and reviewed for any necessary program changes for at least two complete years. Mr. Wyatt Watson suggested that October 1st be used as the due date for submission of assessment plans. The October 1st deadline would include the submission of the previous year's four-column plan and the two-column objectives for next year's plan. Motion was made to approve the October 1st date. Motion was seconded, unanimously approved. Dr. Underwood indicated that he would make an announcement at the next Dean's Council meeting regarding the October 1st deadline.

5. The General Education program is assessed with multiple measures and the data reviewed and the results communicated and used for program improvement where needed. Dr. Underwood stated that both he and Mr. Wyatt Watson have been reviewing CAAP sub-scores by department and program, but nothing official has been released as of this date, other than presentations to various groups on campus including the Academic Council. The committee needs to review the ten items in the catalog regarding general education as they relate to the CAAP assessment exam. In addition to the analysis of CAAP results, the committee will need to investigate the possibility of adding and/or strengthening the current General Education objectives using additional measures.

6. An academic assessment program is implemented at Arkansas Valley Technical Institute. Dr. Underwood indicated that the AVTI Assessment Committee had already met several times during the summer and that both Dr. Underwood and Dr. Clary had attended at least one meeting so far this Fall.

CONSULTATION OF THE TEAM – PAGE 28-30

Dr. Underwood went over the institution's strengths and challenges and the eight items listed as suggestions. The following represents general comments:

Challenges

- Dr. Underwood indicated that the committee would need to meet on a monthly basis and that there would be additional sub-committees appointed to address specific challenges, such as general education assessment.
- Dr. Underwood indicated that the review of General Education should be the committee's first priority and that the analysis of CAAP results should be the second priority.
- Dr. Jan Jenkins brought up the continuation of the Assessment Project Grants that were implemented last year as a direct result of the increase in the student assessment fee. Those grants will continue to be used to stimulate assessment activities.

Suggestions

- The question was raised as to total institutional effectiveness in comparison to a focus on academic student outcomes assessment. Dr. Underwood indicated that the institution should have an emphasis on student outcomes assessment, but other assessment initiatives do not need to be excluded. Although the team concentrated on academic student outcomes assessment, the issue of total institutional effectiveness is not mutually exclusive, and there needs to be a proper balance. If we focus only on student outcomes we stand the possibility of coming up short in the area of institutional effectiveness of which student outcomes is a part.
- Dr. Underwood indicated there are no plans to hire a full-time Director of Assessment. Dr. Underwood pointed out that Dr. Brown and Dr. Hamm appointed the committee to evaluate assessment and make recommendations and/or suggestions to campus administration and other primary units. In effect, the committee will serve as the official assessment mechanism “to ensure that the University effectively oversees, monitors, and implements assessment.”

New Business

Dr. Underwood indicated that the next meeting would be in approximately one month and he asked each member be prepared to discuss assessment initiatives and develop a strategy for prioritizing those initiatives. Mr. Wyatt Watson indicated that he has received the NSSE survey results and he would have a full report at the next meeting.

The meeting was adjourned at 3:40 p.m.

Assessment Committee Minutes

October 7, 2004

Members Present: Dr. David Underwood, chair, Dr. Eldon Clary, co-chair, Dr. Cathy Baker, Dr. Jo Blondin, Mr. Philip Covington, Mr. Luke Heffley, Dr. Annette Holeyfield, Dr. David Roach, Dr. Carey Roberts, Mr. Ron Robison, Dr. Glenn Sheets, Ms. Carol Trusty, Dr. John Watson, and Mr. Wyatt Watson

Members Absent: Dr. Jan Jenkins, Ms. Tammy Rhodes, and Ms. Casey Stephens

Call to Order

The meeting was called to order at 3:05 p.m. The meeting began with the approval of minutes for the September 8, 2004 meeting. The motion was made to approve the minutes for September 8, 2004, seconded, and unanimously approved.

Official Business

Dr. Underwood distributed the AAHE/HLC Assessment workshop materials to the committee and reminded the members that this information had been sent via e-mail prior to the meeting. Dr. Underwood asked the committee for a consensus as to how many members would like to attend the AAHE/HLC Assessment workshop. Overall, the committee expressed interest in the workshop and indicated that there would also be department chairs that could attend. The committee agreed that the April 20-23, 2005, date would work best and Dr. Underwood indicated that he would contact the workshop coordinators for registration information.

Assessment Project Grants

Dr. Underwood asked the sub-committee (see minutes 10-7-03) to revise the grant application, as a result of issues found with the grant applications that were submitted for the previous cycle (see minutes from 1-22-04). The revisions were made via e-mail so that Dr. Underwood could present the revised grant application to the committee for approval. Dr. Underwood distributed the revised grant application and reminded the committee that the application had been revised to clarify the requirements and allow for departments to justify areas such as travel, student labor, etc. The committee decided that the revised application was an improvement, but the current deadline of 12-3 needed to be changed. The committee decided that the deadline should be moved to November 19. The committee also made the recommendation that the grants be available each semester to include a deadline in April. Dr. Underwood indicated that he would notify Academic Council and Dean's Council of the grant availability and deadline changes, and update the Assessment web site (<http://ir.atu.edu/assessment.htm>).

General Education Assessment (CAAP)

Dr. Underwood distributed a CAAP sub-scores handout that highlighted the major areas of review for the Fall 03 and Spring 04 semesters. Dr. Underwood indicated that a complete breakdown of sub-score results was available on the Assessment web site (<http://ir.atu.edu/assessment.htm>). Dr. Underwood indicated that the CAAP sub-score

handout was also distributed to the Academic Council. Dr. Underwood asked the committee to review the sub-score data in order to decide if the information provided by the CAAP analysis would be useful to evaluate general education assessment. Dr. Underwood asked the committee to make a recommendation as to whether or not the CAAP sub-score analysis should be completed on an annual basis.

Assessment Survey Report

Mr. Wyatt Watson, Director of Institutional Research and Assessment, gave a report on survey results for the Student Opinion Survey and the NSSE/FSSE surveys:

- **Student Opinion Survey**

The Student Opinion Survey was conducted during the Fall 2003 semester and was provided by ACT at no cost to the institution. 582 students completed the survey, which was a 10% return rate. Mr. Watson indicated that the first question on the survey asked for a social security number, which prevented a large number of students from completing the survey. Mr. Watson told the committee to focus on the second percentage when reviewing the data, as the second percentage is based on the number of students who completed the survey.

- **NSSE Survey**

The NSSE Survey was conducted during the Spring 2004 semester and 3,150 students were selected to participate (1,050 freshmen, 1,050 sophomores & juniors, and 1,050 seniors). Mr. Watson reviewed the survey results with the committee and highlighted several areas of interest. Mr. Watson also pointed out that the effect size is a good measure to use when reviewing the data and that the means comparison report is comparing freshmen and seniors only. Mr. Watson indicated that he was not pleased with the manner in which the random sample was selected; 5,500 students were submitted, 3,150 students were selected to participate, which left 2,300 students who were not asked to participate. Although the random sample could be improved, Mr. Watson said that one advantage to using this survey was that the results were also compared to national averages.

- **FSSE Survey**

The FSSE survey was conducted during the Spring 2004 semester and 329 faculty were selected to participate (211 full-time & 118 part-time). Mr. Watson reviewed the survey results with the committee and highlighted several areas of interest. Mr. Watson indicated that the faculty data is broken down by faculty who primarily teach lower or upper division courses. One major difference between the surveys was that the FSSE survey results were not compared to national averages. Mr. Watson indicated that one area of interest with this survey was that the data analysis included a comparison between results of both surveys.

Overall, the committee agreed that it was beneficial to conduct a "name brand survey." The committee agreed that the surveys were a good starting point and presented numerous opportunities for development.

New Business

Dr. Underwood indicated that the next meeting would be in approximately one month. The committee will need to discuss multiple measures for general education assessment and develop a list of initiatives. Dr. Watson asked about the review of content and committee feedback for the assessment plans that have been submitted. Dr. Blondin suggested that a standard editing form be developed to critique the assessment plans and provide suggestions for improvement.

The meeting was adjourned at 4:10 p.m.

RC-14-2004
Assessment Committee Minutes
November 18, 2004

Members Present: Dr. David Underwood, chair, Dr. Eldon Clary, co-chair, Dr. Cathy Baker, Dr. Jo Blondin, Mr. Philip Covington, Mr. Luke Heffley, Dr. Annette Holeyfield, Dr. Jan Jenkins, Ms. Tammy Rhodes, Dr. David Roach, Dr. Carey Roberts, Ms. Carol Trusty, Dr. John Watson, and Mr. Wyatt Watson

Members Absent: Mr. Ron Robison, Dr. Glenn Sheets, and Ms. Casey Stephens

Call to Order

The meeting was called to order at 3:00 p.m. The meeting began with the approval of minutes for the October 7, 2004 meeting. The motion was made to approve the minutes for October 7, 2004, seconded, and unanimously approved.

Official Business

Dr. Underwood distributed a scoring rubric to the committee to be used as a measuring tool to evaluate the assessment reports (4 columns) that have been submitted and allow for feedback to the departments. Dr. Underwood asked that the committee review the scoring rubric and send any changes via e-mail or campus mail. Dr. Underwood indicated that once the final rubric was approved, each member would receive approximately five assessment reports (4 columns) to evaluate using the scoring rubric, at which point the results would be submitted to the departments. After completing the initial review cycle, the assessment plans (2 columns) would then be reviewed by multiple members using a scoring rubric that is focused on assessment plans (2 columns).

Assessment Project Grants

Dr. Underwood indicated that he has received three grant proposals and the proposals had been distributed to the sub-committee (see October 7, 2003, minutes). Dr. Underwood asked for recommendations from the sub-committee:

Physical Science – The sub-committee indicated that the grant proposal requested funds to test remote control software and receivers. The department wanted to purchase a limited number of receivers to be used in the classroom. The department would compare results from different modules (one class used the receivers and one class did not). Depending on the results, the course structure and curriculum could be revised. The sub-committee felt that this was a legitimate measure of assessment and recommended that the grant proposal be approved. Dr. Underwood indicated that the HITT method of software and receivers was already being used in some courses and that preliminary results show a 12% average increase in test scores. The committee unanimously approved.

Recreation and Park Administration – The sub-committee indicated that the grant proposal requested funds for an assessment retreat that had already taken place. The sub-committee did not feel that a retreat was a legitimate measure of assessment and recommended not to fund the grant proposal. The committee unanimously agreed and declined funding for the grant proposal.

Center for Leadership and Learning – The sub-committee indicated that the grant proposal requested funds to purchase software and a scanner. In addition to the purchase, the proposal requested funds for student labor. The sub-committee indicated that the grant proposal did not have enough specific information as to what the purchases would be used for and there was no breakdown of expenses. Dr. Underwood indicated that his understanding of the request was to assist with NCATE requirements in that so much of the data gathered is written versus numeric, therefore a special software program is needed to analyze the data. Dr. Underwood also indicated that if this is successful, the department has expressed a willingness to train and give workshops for other on-campus departments. The committee unanimously agreed that the department would need to clarify the purchases/expenses and then the committee would vote.

General Education Assessment

Dr. Underwood distributed copies of the general education section out of the 2004-2005 Undergraduate Catalog (pgs. 74-77). Dr. Underwood indicated that although the CAAP exam is an important part of general education assessment, there needs to be other specific measures that directly link back to the assessment goals in the catalog (pgs. 74-77). Dr. Underwood pointed out that a course syllabus is not a sufficient assessment measure and that the committee would need to come up with specific assessment measures. Dr. Underwood said that the first step would be to identify specific measures of assessment that can be applied, including the CAAP exam, and then look at which general education objectives are not currently being assessed. Dr. Underwood indicated that as a result of the review, the general education goals may need to be revised at which point the committee can make a recommendation to the Curriculum Committee.

New Business

Dr. Underwood asked that the committee send their comments on the scoring rubric and general education by 12-3-04. The next meeting will be 12-3-04 at 1:00 p.m.

The meeting was adjourned at 4:00 p.m.

Scoring Rubric

- ① Not student learning outcomes
- ② Rubric needs tweaking

Assessment Committee Minutes
December 3, 2004

Members Present: Dr. Eldon Clary, co-chair, Dr. Cathy Baker, Dr. Jo Blondin, Mr. Philip Covington, Dr. Annette Holeyfield, Dr. Jan Jenkins, Ms. Tammy Rhodes, Dr. David Roach, Dr. Carey Roberts, Ms. Carol Trusty, Dr. John Watson, and Mr. Wyatt Watson

Members Absent: Dr. David Underwood, chair, Mr. Luke Heffley, and Ms. Casey Stephens

Call to Order

The meeting was called to order at 1:00 p.m.

Official Business

Dr. Clary conducted the meeting and distributed copies of the approved scoring rubric, along with copies of the assessment reports (4 columns) for each member to score – each member received approximately five assessment reports to score. There were some comments about results from the general education assignment, but a detailed discussion was deferred to the next meeting.

New Business

Dr. Clary asked that the committee return the scoring rubrics for the evaluated assessment reports prior to the Spring 2005 semester.

The meeting was adjourned at 2:00 p.m.