

Arkansas Tech University  
Assessment Committee Minutes  
April 16, 2009  
Mary Anne Salmon SGA Senate Chamber

The Assessment Committee met in the Mary Anne Salmon SGA Senate Chamber on Tuesday, April 16, 2009, at 1:07 pm. Members present were Dr. Jan Jenkins, Dr. Robin Lasey, Dr. Carey Roberts, Dr. Susan Underwood, and Mr. Wyatt Watson. Members absent were Dr. Daniel Bullock, Dr. Eldon Clary, Dr. Jerry Forbes, Dr. Willie Hoefler, Dr. Annette Holeyfield, Mr. Ron Hutain, Dr. Brenda Montgomery, Dr. Trey Philpotts, Ms. Tammy Rhodes, Dr. Dave Roach, Mr. Bruce Sikes, Ms. Annette Stuckey, and Ms. Carol Trusty. Student representative Mr. Jason Brown was also present.

<b>Call To Order</b>	Dr. Carey Roberts called the meeting to order at 1:07 pm.
<b>Approval of the Minutes</b>	Dr. Susan Underwood moved to approve the March minutes. Mr. Wyatt Watson seconded. The motion was passed unanimously with six votes.
<b>Budget</b>	<p>Dr. Roberts stated that he expected there to be no far-reaching changes to the Assessment fund, as the restrained distribution practices of Academic Affairs and the Assessment Committee have left it in fairly stable condition.</p> <p>He added that if the Professional Development Fund is curtailed, the Committee should expect an increase in grant proposals. In expectation of this, he recommended that the Committee continue its policy of rejecting grant proposals for travel and conferences.</p> <p>Mr. Watson asked whether the Committee has discretionary control of the Assessment fund or only recommends spending for Academic Affairs' authorization. Dr. Roberts stated that the Committee directly controls a part of the Assessment fund, while Academic Affairs retains control over the rest. If necessary, the Committee can request additional money for assessment grants.</p>

<b>Faculty Handbook</b>	<p>The Alternative Assessment Sub-committee (created in March 2009) met to look over the Peer Review section of the Faculty Handbook for program assessment opportunities. The sub-committee noted that this section has no language connecting student learning with the peer review process.</p> <p>The sub-committee will work over the Summer to finalize a minor revision to the Peer Review section of the Handbook, addressing this wording. The Committee may then make a recommendation in Fall 2009 regarding this revision.</p>
<b>Recommendation: University Policy for Publicizing Assessment Information</b>	<p>The present Committee members agreed in their discussion that every assessed unit should publish its objectives online.</p> <ul style="list-style-type: none"> <li>➤ Dr. Roberts stated that assessment data should not be published online in such a way that it will be available for other universities to access. Such information may be placed on an intranet at a later time.</li> <li>➤ Mr. Watson warned that the objectives must be easily accessed and clearly labeled, since buried information is no better than no information at all.</li> <li>➤ The original plan from Michael Stoker was to create a template with the LCMS (Luminous Content Management System) that would allow Department or Office Heads to enter and publish their objectives in a unified format quickly. The Committee concluded that too many exceptions in format exist to implement this plan.</li> <li>➤ Another recommended option was to add a button to every department's sidebar. This option was rejected as it would not work with the structure of some existing Department websites and might create a duplicate listing of their majors, one for prospective students and another to satisfy the University.</li> <li>➤ Dr. Underwood mentioned that unifying the format of the ATU departmental websites and publishing objectives were two separate issues and suggested that if the Committee endorsed both, the former would be an impediment to achieving the latter.</li> </ul>

	<p><b>Motion</b></p> <p>Dr. Underwood made a motion for the Committee to recommend that “Every assessed program must have all learning objectives publicly available on its website.”</p> <p>Dr. Robin Lasey seconded.</p> <p>The motion was tabled for vote by a quorum at the May meeting.</p> <p><b>Motion</b></p> <p>Mr. Watson made a motion for the Committee to recommend that “Every non-academic unit or office must have its mission statement publicly available on its website.”</p> <p>Dr. Jan Jenkins seconded.</p> <p>The motion was tabled for vote by a quorum at the May meeting.</p>
<b>Update: Non-Academic Assessment</b>	<p>Dr. Roberts reported that Tracdat workshops for the non-academic departments would be held on Tuesday April 21, Thursday April 23, and Friday April 24.</p>
<b>Additional Business</b>	<p><b>General Education</b></p> <p>The Committee discussed issues in General Education at ATU and in the State of Arkansas. Significant problems regarding the collection of the current course-embedded measures in Banner were identified.</p> <p><b>The Future of the Assessment Committee</b></p> <p>Dr. Roberts asked the membership to provide their thoughts on the purpose of the Assessment Committee and what avenues should be pursued in the future.</p> <p>The members present made several comments.</p> <ul style="list-style-type: none"> <li>➤ The Committee could work with the Self-Study Committee to address the assessment-related problems the latter found while writing its reports.</li> <li>➤ The Committee could work with the Strategic Planning Committee when it gets underway.</li> <li>➤ The Committee should agree at the May meeting upon a regular meeting time for 2009 – 2010, so more members will be able to avoid scheduling classes that conflict with the meetings.</li> </ul>

**Adjournment**

Mr. Watson made the motion to adjourn. Unanimous consent to the motion was granted, and the meeting was adjourned at 2 pm.