

Arkansas Tech University  
Assessment Committee Minutes  
December 14, 2009  
Mary Anne Salmon SGA Senate Chamber

The Assessment Committee met in the Mary Anne Salmon SGA Senate Chamber on Monday, December 14, 2009, at 10:32 am. Members present were Dr. Jerry Forbes, Dr. Annette Holeyfield, Dr. Jan Jenkins, Dr. Robin Lasey, Dr. Dave Roach, Dr. Carey Roberts, Dr. Jeff Robertson, Ms. Tammy Rhodes, Mr. Bruce Sikes, Ms. Carol Trusty, and Mr. Wyatt Watson. Members absent were Dr. Daniel Bullock, Dr. Mary Gunter, Mr. Ron Hutain, Dr. Willie Hoefler, Ms. Savanna Knight, Dr. Brenda Montgomery, Ms. Karen Riddell, Ms. Annette Stuckey, Dr. David Underwood, and Dr. Susan Underwood. Student representative Ms. Danielle Jolie was also present.

<b>Call To Order</b>	Dr. Carey Roberts called the meeting to order at 10:32 am.
<b>Approval of the Minutes</b>	Dr. Robin Lasey motioned to suspend reading the minutes. Dr. David Roach seconded, the motion was passed unanimously. Dr. Lasey also motioned to approve the December minutes and Dr. Roach. The motion unanimously passed.
<b>Old Business</b>	<p><b>Student Services Grant</b></p> <p>Dr. Jerry Forbes presented a summary of actions to the committee that has taken place due to results demonstrated by the student satisfaction inventory surveys. After Dr. Forbes presented the material the floor was open for any questions.</p> <p>The data is published in both electronic and hard copy forms and funnels back through to each vice president. Discussion of the benefits of entering SSI data into Argos.</p> <p>Discussion of whether any mechanism exists that would enable data to be connected back to implementations and strategic planning. Dr. Forbes explained that the Student Satisfaction Inventory creates information regarding the importance of various issues to students, as well as their satisfaction with the way Tech addresses those issues. Mr. Sikes also asked whether other departments are using these findings. Mr. Forbes said he is unsure of how other departments use this information.</p>

Ten questions on the SSI are reserved for the Assessment Committee. The deadline to submit these questions through Dr. Forbes's office is in late January. The General Education Committee will meet in January and discuss whether they would like to submit one or two questions for the survey. Assessment can be useful in resource allocation; the Student Satisfaction Inventory could be the best example of resource allocation on campus.

Fund the Student Service Grant request of \$3,717.00 for the SSI, with agreement to reserve the ten questions on the survey for use by Assessment Committee.

Dr. Lasey moved to fund this request. Dr. Jenkins seconded, and the motion was passed unanimously.

### **Curricular Changes and Assessment**

Assessment of student learning regularly culminates in two points. One is when a faculty member decides to change teaching method because of some outcome demonstrated by the evaluation process, but this is not easily documented. When changes are made to courses and curriculum, however, the goal of the process is to document how the changes are the result of the assessment process. The course change form is one of the few places where this sort of change can be documented.

Discussion of a new assessment and curriculum change process form. Dr. Lasey requested that the General Education proposals section be modified to state "...from your department or general education assessment efforts..."

Discussion of appropriate language for course proposal/curriculum change forms: these should not be so narrow as to eliminate creativity but should not be so vague as to allow change without justification.

Discussion followed over hasty submissions of in order to meet the October 1 deadline for course proposals and changes. The requirement for justification on these forms must be given more attention.

The incorporation of an assessment rationale would be helpful; the more faculty see the word "assessment" the more knowledgeable they will be. This will also help to create the requisite "climate of assessment" encouraged by accreditation bodies.

There was unanimous consent to Dr. Lasey's amendment to the General Education portion of the form. Dr. Roach moved that the

	<p>suggestion be forwarded to the Curriculum. Dr. Lasey seconded, and the motion was passed unanimously.</p> <p><b>Department Head Training</b> The department head workshop, which was to be held before classes resume in January, has been postponed. The committee will discuss details of a workshop at the January meeting.</p>
<b>New Business</b>	<p><b>Assessment Website Update</b> The new website is up and running. Dr. Roberts asked the committee to look over the website and make any notes of suggestions.</p> <p><b>Spring Semester Assessment Workshop</b> It would be helpful to have a workshop for faculty that discusses use of assessment methods and outcomes in the preparation of faculty portfolios.</p> <p><b>Spring Meeting Times</b> Discussion of possible meetings schedule for Spring 2010 semester. Tuesday afternoons appear to be the best option.</p>
<b>Additional Business</b>	<p>Dr. Roberts mentioned that next semester we want to focus on strategic planning and faculty and assessment.</p>
<b>Adjournment</b>	<p>Dr. Lasey moved to adjourn. The motion was seconded and passed unanimously. Meeting adjourned at 11:28 am.</p>