

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

The Assessment Committee met in the Mary Anne Salmon SGA Senate Chamber on Monday, February 16, 2009, at 11:30 am. Members present were Dr. Daniel Bullock, Dr. Jerry Forbes, Dr. Jan Jenkins, Dr. Robin Lasey, Dr. Brenda Montgomery, Dr. Carey Roberts, Mr. Bruce Sikes, Ms. Carol Trusty, Dr. Susan Underwood, and Mr. Wyatt Watson. Members absent were Dr. Willie Hoefler, Dr. Annette Holeyfield, Mr. Ron Hutain, Dr. Eldon Clary, Dr. Trey Philpotts, Ms. Tammy Rhodes, Dr. Dave Roach, and Ms. Annette Stuckey. Student representative Mr. Jason Brown was also present.

<b>Call To Order</b>	Dr. Carey Roberts called the meeting to order at 11:30 am.
<b>Approval of the Minutes</b>	After Mr. Wyatt Watson corrected a phrase in the December minutes, Dr. Robin Lasey moved for the minutes' approval. Dr. Susan Underwood seconded. The motion was passed unanimously.
<b>General Education</b>	<p>The Gen Ed sub-committee passed its responsibilities to the newly-formed Gen Ed Committee at a joint meeting on February 13, 2009.</p> <p>The Gen Ed Committee's charge was approved by the Faculty Senate and is now posted online at <a href="http://uesc.atu.edu">http://uesc.atu.edu</a>. The Committee will include elected representatives for each school and the Ozark campus, and appointed representatives for Academic Affairs, the Assessment Committee, the Faculty Senate, and the Student Government Association. All officers will be elected and/or rotated out on a regular basis.</p> <p>From this point forward, the Assessment Committee will view Gen Ed as a department. Accordingly, the Gen Ed Committee will maintain an assessment plan in Tracdat and report as a distinct unit to any inquiries by the Assessment Committee.</p>

<b>Non-Academic Assessment</b>	<p><b>Reports</b></p> <p>As of February 13, 2009, twelve main campus offices and most Ozark offices had submitted assessment plans to Dr. Roberts. Mr. Jerry Forbes stated that the reports from Student Services would be sent in the near future. Mr. Watson stated that several delinquent offices should not be pressed for another month, as the delay was more likely due to being busy rather than procrastination.</p> <p><b>Tracdat</b></p> <ul style="list-style-type: none"> <li>➤ Training for non-academic program heads will be held in late March and early April.</li> <li>➤ The recent 4.1 upgrade for Tracdat added curriculum mapping to the program's feature set.</li> <li>➤ The Assessment Committee has invited Mr. Dave Choban back to provide advanced administrator training to Dr. Roberts, Mr. Watson, Ms. Beth Giroir, and Ms. Sarah Redford. Dr. Lasey will also attend to discuss Gen Ed with Mr. Choban. This meeting will be held in early March.</li> </ul>
<b>AAACL Spring Conference</b>	<p>The AAACL 2009 Spring Conference is scheduled for April 9<sup>th</sup> at UALR. Dr. Bob Mundhenk will present the keynote speech in the morning, with plenary sessions to be held in the afternoon. A luncheon will also be included.</p> <p>Dr. Roberts noted that the AAACL executive board examined the negative feedback from its Fall 2008 workshop, which suffered from a poor speaker and false advertising regarding its topic, and has promised that these problems would not be repeated.</p> <p>The Assessment Committee will pay the \$20 registration fee for any attendees from ATU and will provide van transportation to Little Rock.</p>
<b>Funding Distribution: Assessment Forum</b>	<p>An Assessment Forum has been planned for Monday, March 2, 2009, in the Williamson Dining Room. This forum's focus is to be non-academic assessment, with Library director Bill Parton headlining the presenters.</p>

	<p>The invitation for this forum will be extended to non-academic program directors and Assessment Committee members. This will not be for faculty.</p> <p><b>Motion</b>  Dr. Roberts made a motion that a menu be created for up to \$10 a plate, with the total cost of the forum not exceeding \$700.  Mr. Watson seconded.  The motion was unanimously approved.</p>
<b>Additional Business</b>	<p><b>Storing Praxis Scores in Banner</b></p> <ul style="list-style-type: none"> <li>➤ Mr. Watson stated that until someone is given the responsibility of entering scores into Banner, the storage process could proceed no further.</li> <li>➤ What is involved in the score entry for Praxis? <ul style="list-style-type: none"> <li>• Scores will arrive throughout the year, with a probable figure of thirty to fifty score reports arriving every two months. Mr. Watson noted that for this number of scores, a Banner download would be too inefficient.</li> <li>• There are multiple sub-scores for each Praxis I and II exam, all of which would have to be entered for each student.</li> <li>• Because of security issues, student workers will not be allowed to perform this data entry.</li> </ul> </li> <li>➤ Several Committee members asked Mr. Forbes if the University Testing Center could feasibly take over Praxis score entry. <ul style="list-style-type: none"> <li>• Dr. Forbes stated that it could happen, but he did not understand why Teacher Education Student Services would give up control over something so important to their accreditation. The general consensus was that office staff in Education are so overwhelmed already that they don't have time to do the additional data entry.</li> <li>• Mr. Watson explained that entry of Praxis scores was only the beginning. Once Major Field Exams and other departmental test scores are added into Banner, it would be preferable for score entry to be centered in a single office than to leave it in the control of the various departments.</li> </ul> </li> </ul>

	<p><b>Computer Services</b></p> <p>As test scores and Gen Ed assessment become more integrated with other information on Banner, the assessment-related programming tasks being requested of Computer Services are guaranteed to increase. Unfortunately, the task backlog for that office is already too long, and none of its staff is certified to program Banner enhancements.</p> <p>The Assessment Committee decided to consider recommending that a certified Banner/Oracle Forms programmer be hired.</p> <p><b>Recurring Project Grant Form</b></p> <p>Dr. Roberts asked Dr. Daniel Bullock to create a new abbreviated grant form for departmental tests and other recurring assessment projects. This two- to three-page form should ask applicants to explain the test/project, the budget, and results for any previous years funded through the assessment grant program.</p>
<b>Adjournment</b>	<p>Dr. Lasey made a motion to adjourn. Unanimous consent to the motion was granted, and the meeting was adjourned at 12:33 pm.</p>