

Arkansas Tech University
Assessment Committee Minutes
March 17, 2009
Mary Anne Salmon SGA Senate Chamber

The Assessment Committee met in the Mary Anne Salmon SGA Senate Chamber on Tuesday, March 17, 2009, at 2:30 pm. Members present were Dr. Jerry Forbes, Dr. Willie Hoefler, Dr. Annette Holeyfield, Dr. Brenda Montgomery, Ms. Tammy Rhodes, Dr. Carey Roberts, Ms. Annette Stuckey, Ms. Carol Trusty, Dr. Susan Underwood, and Mr. Wyatt Watson. Members absent were Dr. Daniel Bullock, Dr. Eldon Clary, Mr. Ron Hutain, Dr. Jan Jenkins, Dr. Robin Lasey, Dr. Trey Philpotts, Dr. Dave Roach, and Mr. Bruce Sikes. Student representative Mr. Jason Brown was also present.

Call To Order	Dr. Carey Roberts called the meeting to order at 2:33 pm.
Approval of the Minutes	After Dr. Susan Underwood corrected a few errors in the February minutes, she moved for the minutes' approval. Dr. Annette Holeyfield seconded. The motion was passed unanimously.
Non-Academic Assessment	<p>The Committee briefly discussed which offices have still not turned in assessment plans.</p> <p>Dr. Roberts expressed several concerns that arose from examining the submitted non-academic plans.</p> <ul style="list-style-type: none">➤ Many offices are already performing assessment, but the resulting data remains unrecorded. Example: If an objective is to ensure that every purchase order is funded a few days in advance of the required date, and the person verifying that this is done only reports when there is a problem, the resulting data will be useless and probably won't be collected at all.➤ Who will be responsible for Tracdat? Will it be several people in each office, or will it just be the office supervisors?

	<p>Dr. Roberts said that he would finish checking the plans and then meet with the non-academic sub-committee to discuss any other concerns before meeting with the office heads to discuss these issues.</p>
<p>General Education</p>	<p>Dr. Annette Stuckey reported that the ad hoc General Education Committee was currently looking for short projects that could be completed before its membership changes in May 2009.</p> <p>They recently undertook a project to contact the Heads of those Departments that administer Gen Ed courses in order to find out whether and how these courses are designed to meet the Gen Ed goals.</p>
<p>Assessment Grant</p>	<p>Proposal: Business MFAT Dr. Tom Tyler of the Business Department requested \$1,890 to purchase and administer 70 ETS Business MFAT tests.</p> <p>Although this proposal was submitted in a non-standard format, it was accepted as the application for recurring projects has not been finalized yet.</p> <p>Mr. Wyatt Watson asked whether the Committee could advertise for the 2009-2010 school year that MFAT proposals would automatically be funded if the applicable department entered the results into Banner. Dr. Roberts responded that this might cause a flood of MFAT proposals that could limit the Committee's ability to fund other projects.</p> <p>Motion Dr. Holeyfield made a motion to fund this proposal for the full \$1,890. Dr. Brenda Montgomery seconded. The motion was unanimously approved.</p>
<p>AAACL Spring Conference</p>	<p>The AAACL 2009 Spring Conference is scheduled for April 9th at UALR. Dr. Bob Mundhenk will discuss assessment's relationship with retention and how to balance the conflicting requirements of state regulators and accrediting bodies.</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>
<p>Proposal for a New Sub-Committee</p>	<p>Dr. Roberts proposed that a new sub-committee be created to investigate alternative ways to assess programs. As the yearly faculty evaluations include some course-level assessment, he charged it to focus especially on how these may be used by the Committee and Department Heads. The members should feel free to conclude that faculty evaluations are not useful to program assessment and to recommend subsequently that the sub-committee be disbanded.</p> <p>Drs. Hoefler, Holeyfield, Montgomery, and Underwood volunteered to serve with Dr. Roberts on this sub-committee.</p>
<p>Additional Business</p>	<p>Assessment Forum</p> <ul style="list-style-type: none"> ➤ Dr. Roberts praised Mr. Watson's menu choices and Dr. Montgomery's Hospitality faculty and students for the fantastic Assessment Forum held on March 2, 2009. <p>Tracdat</p> <p>Mr. Watson mentioned that a major issue currently facing Tracdat at ATU is the lack of single sign-on integration with OneTech (allowing both to share the same password and related security features). He stated that whatever the solution proved to be (e.g. training, hardware, software), it was certain to cost something.</p> <p>He asked whether the Committee considered a single sign-on to be a worthwhile expense. The Committee reacted positively to the question:</p> <ul style="list-style-type: none"> ➤ As the Assessment Committee bought the program, it seems legitimate that the Committee should pay for it to be integrated with the University's existing computer system. ➤ It might be easier for faculty to use if they did not have to worry about remembering a separate password or visiting a special web address. <p>Dr. Roberts reworded the question to ask the Committee whether its would support the pursuit of solutions to this problem by Mr. Watson and himself. The Committee members present (9, after some had to leave early) gave its unanimous approval.</p>

Adjournment	Mr. Watson made the motion to adjourn. Unanimous consent to the motion was granted, and the meeting was adjourned at 3:03 pm.
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