

Arkansas Tech University
Assessment Committee Minutes
May 5, 2009
Mary Anne Salmon SGA Senate Chamber

The Assessment Committee met in the Mary Anne Salmon SGA Senate Chamber on Tuesday, May 5, 2009, at 10:00 am. Members present were Dr. Jerry Forbes, Dr. Jan Jenkins, Dr. Robin Lasey, Ms. Tammy Rhodes, Dr. Dave Roach, 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, Dr. Willie Hoefler, Dr. Annette Holeyfield, Mr. Ron Hutain, Dr. Brenda Montgomery, Dr. Trey Philpotts, and Mr. Bruce Sikes. Dr. Michael Tarver was present as a guest of the Committee. Student representative Mr. Jason Brown was also present.

Call To Order	Dr. Carey Roberts called the meeting to order at 10:00 am.
Approval of the Minutes	<p>Ms. Carol Trusty moved to approve the April minutes. Ms. Annette Stuckey seconded. The motion was passed unanimously.</p> <p>Dr. Dave Roach asked that a grammatical quirk be corrected in the April minutes. The Committee agreed and the change was made.</p>
Old Business	<p>Pending Motions Dr. Roberts read the tabled motions from the April meeting to the Committee:</p> <ul style="list-style-type: none">➤ “Every assessed program must have all learning objectives publicly available on its website.”➤ “Every non-academic unit or office must have its mission statement publicly available on its website.” <p>Both were unanimously approved.</p> <p>Non-Academic Assessment Dr. Roberts reported that he has overseen several successful workshops for university staff to introduce them to Tracdat and help them enter their plans. More workshops will be held in June.</p> <p>General Education Committee Dr. Robin Lasey described the accomplishments and summer plans</p>

	<p>for the Gen Ed Ad Hoc Committee.</p> <ul style="list-style-type: none"> ➤ A Gen Ed link has been added to the Current Students page on the ATU website and one is planned for the Faculty page. This link directs viewers to the catalogue's description of the Gen Ed goals and curriculum. ➤ The 2010-2011 catalogue will have the Gen Ed goals listed directly under the University Mission Statement, with a signpost to the rest of the Gen Ed information. ➤ The Committee's summer projects include entering the Gen Ed assessment information into Tracdat and preparing a Gen Ed website to be uploaded onto the ATU server.
<p>HLC Accreditation Dr. Tarver</p>	<p>Dr. Micheal Tarver attended to discuss the progress of the HLC Self-Study and problems uncovered in the process.</p> <p>General Education</p> <p>Dr. Tarver responded to Dr. Lasey's mention of a Gen Ed website by describing an ongoing effort by the administration and Registrar's Office to create a webpage presenting the Gen Ed curricular requirements for all programs at both ATU campuses. This will meet a requirement by HLC that Gen Ed requirements be readily identifiable and publicly available.</p> <p>Dr. Lasey recommended that Dr. Tarver cooperate with the Gen Ed Committee in the creation of this webpage. Dr. Tarver stated that this website will be administered by the Registrar's office, as it must remain up-to-date for accreditation. It also covers the Gen Ed curriculum, which Dr. Tarver considered outside the Gen Ed Committee's task, which is overseeing assessment of the Gen Ed Goals. Dr. Lasey replied that there should be some collaboration to prevent overlap between their websites.</p> <p>Problem: Russellville – Ozark Integration</p> <p>Dr. Tarver explained that the greatest challenge of the self-study is obtaining information on the University when the integration of its two campuses is ongoing. There remains a question of where the institutions' interests meet and where they should be separate.</p> <p>The Ozark campus was expected to be an issue in the Self-Study, as it has a number of qualities that distinguish it from the main campus:</p> <ul style="list-style-type: none"> ➤ Ozark had no publicly-available information on what courses

are considered part of the General Education curriculum, even in its catalogue. This is another reason why the Registrar's Gen Ed Curriculum webpage is necessary.

- All committee positions are appointed. No apparatus for faculty elections exists at the Ozark campus.
- There is no Faculty Handbook for Ozark personnel.
- No tenure plan exists at the Ozark campus.
- No formal Professional Development Fund at the Ozark campus.

The Self-Study's organization contributed to this problem. An effort was made to ensure involvement of Ozark personnel in each Self-Study sub-committee; however, once the sub-committees met, they divided their criteria among their members. This meant that the sub-committee reports had huge gaps, with most of these sub-criteria receiving no attention at all from Ozark personnel, since they were not working on all criteria. This forced Dr. Tarver, the Self-Study Committee, and the Ozark administration to comb the sub-committee reports multiple times to identify and remedy these gaps.

Problem: Faculty-Weighted Report

Another difficulty in completing the self-study has been that it is faculty-led. This caused the sub-committee reports to be weighted heavily on faculty experiences and activities. Gaps remain regarding the activities of staff and students. Dr. Tarver expressed his hope that the editors, next year's open meetings, and the 2009-10 Student Government Association will provide the necessary feedback to redress this bias.

Timeline

Referring to his handout (attached to the bottom of this document), Dr. Tarver said that 2009 is the primary year for HLC preparation. The original plan was to have all the sub-committee reports submitted in January, but as the last sub-committee report was not submitted until April, the plan has been adjusted. Editing the draft report will take place during the summer, and the result will be presented for comment at open meetings for faculty and staff early in fall 2009.

Assessment Committee Contribution

Dr. Tarver asked the Assessment Committee to read over the Self-Study draft report and provide feedback from a university-wide

	<p>perspective. He said that he would complete the first round of editing in May and will email a copy of the draft report to the Committee members after June 15. The resulting lists of recommendations and comments coming from the Assessment Committee and the Faculty Senate should foster some valuable discussions at the open meetings.</p> <p>This feedback will be crucial to satisfying the HLC site team, which will expect the university to have identified problems and made plans to correct them. Perfection is not an expectation.</p> <ul style="list-style-type: none"> ➤ Example: The University exists to promote student learning, yet the Faculty Handbook section on Peer Review provides little guidance on identifying excellence in teaching. Instead, it serves as a portfolio-building manual to faculty seeking promotion. This conflict should be addressed in the final report.
<p>Additional Business</p>	<p>The Future of the Assessment Committee</p> <p>Dr. Roberts explained that the Committee would be involved in evaluating the assessment plans from Tracdat following the June 30 completion deadline for all. Because of low attendance at Committee meetings this last semester and a dwindling number of new, substantive topics to discuss, he proposed that future meetings take place periodically, rather than monthly.</p> <p>Budget</p> <p>The Committee will continue to administer Assessment Grants in the 09-10 year; however, it had come to Dr. Roberts attention that some faculty are advising students to not be concerned with their performance on the tests used for departmental assessment, as these usually have no bearing on student grades.</p> <ul style="list-style-type: none"> ➤ He stated that students must be made to understand that doing their best allows the composite results to reflect more accurately their degree programs' quality. ➤ He suggested that the Committee membership encourage their faculty colleagues to promote student effort instead of telling students that the results will not affect them. ➤ Dr. Jenkins replied with a warning that simply encouraging students to do their best and then trusting them to do so may be a better course, as stressing results could induce test anxiety and skew the outcomes.

	<p>Membership Changes</p> <p>Dr. Trey Philpotts will not be on the Committee next year, as his single year term for the Faculty Senate has ended. To the knowledge of the membership present, the new appointment remained pending at the time of this meeting.</p> <p>At the conclusion of the 08-09 year, Mr. Jason Brown will end his term as Graduate Assistant and Graduate Student Representative to the Assessment Committee. The Committee applauded in recognition of his two years of dedicated service.</p>
Adjournment	<p>Dr. Roach made the motion to adjourn. Unanimous consent to the motion was granted, and the meeting was adjourned at 10:45 am.</p>

2010-2011 Re-Accreditation of Arkansas Tech University
by the Higher Learning Commission

Date	Scheduled ATU Event	Expected HLC/NCA Event
2007		
Summer	<ul style="list-style-type: none"> • Self-Study Coordinator appointed • Executive Committee appointed 	
September	<ul style="list-style-type: none"> • Committee Members attend HLC Workshop • Commission to be notified of preferred dates for visit • Steering Committee organizational meeting 	<ul style="list-style-type: none"> • Sends three-year reminder letter to organization reminding it of scheduled evaluation
October	<ul style="list-style-type: none"> • Steering Committee develops a Self-Study Plan and submits it to HLC Liaison 	
October	<ul style="list-style-type: none"> • Sub-Committees begins to gather data and develop drafts to submit to the Steering Committee 	<ul style="list-style-type: none"> • Staff Liaison reviews plan and provides feedback
December		<ul style="list-style-type: none"> • NCA sends Annual Meeting information and registration packets to institutions
2008		
April 11-15	<ul style="list-style-type: none"> • Steering Committee members attend HLC/NCA Annual Meeting 	<ul style="list-style-type: none"> • Staff Liaisons make presentations on self-study and other topics, meet with organizations at the Annual Meeting
June	<ul style="list-style-type: none"> • Interim reports completed by Sub-Committees 	
June - December	<ul style="list-style-type: none"> • Executive Committee analyzes rough drafts of Self-Study Report 	
December		<ul style="list-style-type: none"> • Staff Liaison sends two-year reminder letter to organization reminding it of scheduled evaluation • NCA sends Annual Meeting information and registration packets to institutions

2009		
Early Spring	• Sub-Committees revise first draft to submit to the Self-Study Coordinator	
Spring	• Self-Study Coordinator meets with Ozark Senior Administration to review report draft to ensure ATU-O inclusion	
April 17-21	• HLC/NCA Annual Meeting	• Staff Liaisons make presentations on self-study and other topics, meet with organizations at the Annual Meeting
May - August	• Steering Committee analyzes rough drafts of Self-Study Report	
August	• Self-Study Coordinator circulates and receives reactions to first draft of report	
September 1	• Open Meeting on Russellville Campus to discuss first draft of report (3:00-5:00pm - East Dining Room)	
September 3	• Open Meeting on Ozark Campus to discuss first draft of report (9:00 – 11:00 a.m.)	
September	• Self-Study Report revised	
October	• Steering Committee circulates and receives reactions to second draft of report	• HLC confirms date of visit and other organizational information
November 16	• Open Meeting on Ozark Campus to discuss second draft of report (9:00 – 11:00 a.m.)	
November 19	• Open Meeting on Russellville Campus to discuss second draft of report (3:00-5:00pm - East Dining Room)	
December	• Self-Study Report revised	
2010		
January	• Steering Committee circulates and receives reactions to third draft of report	
February 24	• Open Meeting on Russellville Campus to discuss third draft of report (3:00-5:00pm - East Dining Room)	
February 26	• Open Meeting on Ozark Campus to discuss third draft of report (2:00 – 4:00 p.m.)	
March – April	• Self-Study Report Editors finalize writing of Self-Study Report	• Staff Liaison sends one-year reminder letter to organization reminding it of scheduled evaluation
April	• Self-Study Coordinator attends HLC/NCA Annual Meeting	• Staff Liaisons make presentations on self-study and other topics, meet with organizations at the Annual Meeting
May	• Self-Study Report to be submitted to University President	
June	• Comments on proposed team members sent to HLC • Self-Study Report to be submitted to ATU Board of Trustees	• HLC sends a list of proposed team members and an Evaluation Summary Sheet to Arkansas Tech University

July – August	<ul style="list-style-type: none"> • ATU distributes information to its constituencies regarding request for third party comment 	<ul style="list-style-type: none"> • HLC formally invites team members to participate
August	<ul style="list-style-type: none"> • Institutional Snapshot completed 	
August – November	<ul style="list-style-type: none"> • Self-Study Report to be finalized, duplicated, and distributed 	
October		<ul style="list-style-type: none"> • HLC notifies ATU and team members that team is complete
November		<ul style="list-style-type: none"> • Team Chair contacts ATU to make arrangements for evaluation visit • HLC sends materials for the visit to team and to ATU
December		<ul style="list-style-type: none"> • NCA sends Annual Meeting information and registration packets to institutions
2011		
January	<ul style="list-style-type: none"> • ATU sends one complete set of evaluation materials to each member of the Evaluation Team and to the Commission Liaison • ATU shares Self-Study Report with institutional constituencies 	
February 1	<ul style="list-style-type: none"> • Resource Room Finalized 	
March 14-16	<ul style="list-style-type: none"> • Evaluation Visit • Begin transition from self-study to action plans/implementation 	<ul style="list-style-type: none"> • Evaluation Visit
April		<ul style="list-style-type: none"> • Site Visit Chair completes draft of Team Report and sends it to HLC staff and team members for review
April – May		<ul style="list-style-type: none"> • HLC staff liaison discusses draft with Team Chair • Team members submit corrections to Team Chair
June		<ul style="list-style-type: none"> • Team Chair sends draft Team Report to Arkansas Tech University for correction of errors of fact
July (2 weeks after receiving draft Team Report)	<ul style="list-style-type: none"> • ATU responds to draft Team Report with corrections of errors of fact 	
August		<ul style="list-style-type: none"> • Team Chair completes final Team Report and submits it to the Higher Learning Commission • HLC duplicates Team Report and sends copies to ATU and the team members
August (2 weeks after receiving final Team Report)	<ul style="list-style-type: none"> • ATU sends response to Team Report to Higher Learning Commission and team and chooses a Readers Panel or Review Committee 	

Self-Study Steering Committee: Micheal Tarver (Coordinator), Glenn Sheets (Chair - Criterion One), Pamela Carr (Chair - Criterion Two), Eldon Clary (Chair - Criterion Three), Susan Underwood (Chair - Criterion Four), Donna Vocate (Chair - Criterion Five), Bruce Sikes, Sandra Cheffer, Carey Roberts, Carol Trusty, Wyatt Watson, David Underwood, Timothy Smith, and Hanna Norton.