

Arkansas Tech University
Assessment Committee Minutes
September 2, 2010
Mary Anne Salmon SGA Senate Chamber

The Assessment Committee met in the Mary Anne Salmon SGA Senate Chamber on Thursday, September 2, 2010, at 3:00 pm. Members present were Dr. Daniel Bullock, Dr. Jerry Forbes, Dr. Mary Gunter, Dr. Annette Holeyfield, Ms. Marilyn Johnson, Ms. Tammy Rhodes, Dr. Carey Roberts, Dr. Dave Roach, Mr. Bruce Sikes, Ms. Annette Stuckey, Dr. Susan Underwood, and Mr. Wyatt Watson. Members absent were, Dr. Willie Hoefler, Dr. Jan Jenkins, Dr. Brenda Montgomery, Mr. Ron Hutain, Dr. Robin Lasey, Ms. Karen Riddell, and Dr. David Underwood. Student Ms. Danielle Jolie was also present.

Call To Order	Dr. Carey Roberts called the meeting to order at 3:00 pm. He stated that this meeting was mainly just an organizational meeting to discuss things the committee will do this academic year.
New Business	<p>Curriculum/Course Proposal Workshop Tammy Rhodes informed the committee of the workshop to discuss proposals set for September 8th and 9th in Rothwell. The workshop was planned to inform faculty and staff what a “cosmetic change” is and show them the different forms for proposals. Also shown will be a demonstration of the course change website and a correct proposal and its assessment piece, as well as a demonstration on how to fill out the form. The assessment portion of the form has been reworded to provide a better explanation of what is needed and to emphasize that a justification exists for changing the curriculum/course. Using assessment as a driving a source to curriculum proposal is vital. This can help alleviate problems that seem to appear in the creation of course change proposals. Seeing how a program on a different campus is doing and comparing that to one at Tech is a valid justification for proposals. The deadline for proposals is October 1, so that is why Ms. Rhodes is providing the workshop.</p> <p>Peer Review Workshop The committee discussed having a workshop on how to use assessment to enhance peer reviews. The goal of the workshop would be to encourage the use of student learning in the process, including what is being done to look at student learning and making changes to improve methods in the classroom. This workshop could take place in November and would include primarily all the</p>

departmental peer review committees but will be open to general faculty, as well.

Facebook and Assessment

There has always been a struggle with alumni and assessment. Surveys that are sent out are rarely filled out by alumni. Having department secretaries create alumni pages for colleges/departments could make it easier to keep in touch with alumni and get information from them. Before doing so, we should check with Jane Jones or Susie Nicholson to make sure that such a proposal would not be a problem for Public Relations. The Alumni staff also administers some of their own surveys, so if that information could be put into Banner and then sent to the Development Office, we could access it for assessment and research.

HLC Site Visit

The HLC site visit is scheduled for March 14-16, 2011. Members of the Assessment Committee, along with several others throughout the campus, will be asked to meet with the site visit team. Taking time to meet with the site visit team is important. Overall, in terms of assessment we are good, though there are some gaps here and there; these will be taken care of between now and the visit.

Academic Assessment

The type of assessment information that Student Services collects must be incorporated into the academic side. We need to close the gap between the two. Dr. Forbes and Dr. Biller will come to a meeting and discuss how information from the Noel-Levitz Student Satisfactory Inventory can be used and shared with the academic side of assessment.

Academic Assessment Units

There are about two hundred academic assessment units that we will all go through as a committee to discuss issues and focus on weaknesses. We need to stress that goals and outcomes must be realistic, especially for non-academic units. Results from realistic goals can show that new positions are needed because of some short-handed offices. HLC may require budgetary requests linked with assessment in the years to come.

Additional Business

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Adjournment	Dr. Roberts dismissed the committee at 3:45 pm.