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Minutes of the
ASSESSMENT COMMITTEE
OF
ARKANSAS TECH UNIVERSITY
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The Assessment Committee met Tuesday, April 22, 2014 at 3:00 p.m. in Room 456 of the Rothwell Building. The following members were present:

Dr. Monica Varner, Chair	Dr. Tim Carter
Ms. Annette Stuckey	Dr. Hannah Norton
Dr. Mary Gunter	Dr. Willie Hoefler
Dr. Ivan Still	Ms. Marilyn Johnson
Mr. Wyatt Watson	Ms. Audra Porter
Dr. Patricia Buford	Dr. Jason Warnick
Ms. Shauna Donnell	Mr. Ken Wester

Dr. Jeff Aulgur, Mr. Ron Hutain, and Ms. Ashley Bennett were visitors.

CALL TO ORDER

Chair Varner called the meeting to order and asked for a motion in regard to the minutes of the February 27, 2014 meeting.

APPROVAL OF MINUTES

Dr. Carter noted the date on the minutes read 2013 instead of 2014. Dr. Varner asked for a motion to approve the minutes with the date changed to 2014.

Motion by Dr. Norton, seconded by Dr. Warnick, to approve the minutes with the date changed to 2014. Motion carried.

NEW BUISNESS: REPORTS AND ANNOUNCEMENTS

Dr. Varner distributed an Assessment Grant proposal by Dr. David Ward of Behavioral Sciences. The grant proposal is in regard to Psychology 2003's involvement in the John Gardner Institute's Gateways to Completion program (G2C). G2C's main objective is to identify courses that student's typically have difficulty passing and redesign the course to improve student learning and pass rates. Psychology 2003 has been identified as one of five courses that was selected for review as well as Accounting 2003, Biology 1014, History 1903, and Math 1113. Dr. Varner explained how G2C closes the loop of student success and completion. Assessment grants must have a strong assessment piece and psychology has requested assistance from the Office of Assessment and Institutional Effectiveness with the assessment process. The psychology assessment grant application asks for travel funds for faculty to be trained in Supplemental Instruction which will provide additional assistance for students in the course. The SI program will be assessed to determine the impact on student learning.

Dr. Norton elaborated on Supplemental Instruction. She said Supplemental Instruction uses student facilitators to lead discussion and study sessions. These facilitators are either in the same class as the other students, or have taken the class successfully in the past. Student Facilitators are not there to give the answers; however, it is their job to figure out the best way to navigate the information. Students are encouraged to learn from each other and participate in peer to peer interaction. Dr. Norton hopes to collaborate with Student Services and implement Supplemental Instruction in the five G2C courses. She commended the psychology department's initiative to implement Supplemental Instruction in their G2C course.

Dr. Varner shared she could see no main issues to address in the grant application. Supplemental Instruction would be developed for Psychology 2003 in the fall of 2014

and implemented in spring 2015. Dr. David Ward has submitted a Gantt chart and will present the results to the Assessment Committee meeting in fall 2015.

Dr. Gunter asked if the answer N/A under Repeated Request on the grant application means no. Mr. Watson said Yes, N/A means no. Mr. Watson went on to caution the committee about paying for travel. For example, if he wanted to go to a Banner conference, Assessment funds would not be appropriate. Mr. Watson clarified if assessment is not the main drive, the trip should not be paid out of the assessment budget. However, the application for Psychology 2003 clearly has an assessment component. Mr. Watson was also concerned about the travel dates. Dr. Norton clarified the dates of May 22-24 indicate nights spent, resulting in a full travel time of May 22 – 25, 2014.

Dr. Varner specified the traveler would not be reimbursed without appropriate receipts. She also said the Travel office does a good job checking the details of faculty travel.

Motion by Dr. Warnick, seconded by Mr. Watson, to approve the assessment grant application by Dr. Ward. Motion carried.

ASSESSMENT

Dr. Varner stated there are four due dates for university offices assessment reports, April 1, July 1, October 1, and January 1. She stated university offices are beginning to select their due dates for submission of assessment reports. It is important for Academic Assessment to have two due dates, July 1 or October 1. There are currently 120 degrees in the academic degree assessment process. Thirty-nine degrees are nationally accredited, licensed, or certified, 80 degrees will undergo external program reviews coordinated by the academic departments. The Higher Learning Commission (HLC) during their last visit recognized that student learning assessment is not incorporated into all academic program reviews. This has led to a change in the curriculum proposal process. Currently, program reviews have two reviewers, one on-site campus visit and one off campus program review. Assessment of student learning is to be included in all accredited and non-accredited programs. This will provide an accountability process, and keep the programs aligned with HLC and ADHE. Dr. Varner said that not every department has a formalized assessment plan, and departments have various degrees of assessment, as well as varying degrees of assessment knowledge. She commended Professional Studies for their inclusion of assessment in their courses, as evidenced by their syllabus. Course syllabi included artifacts and assessment points. Some academic programs do not have an assessment plan or process. Dr. Varner would like to create a manageable assessment cycle for the committee, resulting in 10-12 degrees reviewed each year. Most program review cycles are every 7 years.

Dr. Varner talked about the new Assessment Specialist position that is currently accepting applications. This specialist will help university personnel maneuver through assessment systems and assist with accountability reporting. The specialist will also work with programs on the Ozark campus while aiming to eliminate redundancy. Ozark has 27 programs and some programs duplicate data entered in TracDat. Dr. Varner wants to make the assessment process more manageable for everyone.

Dr. Varner has been working with Dr. Aulgur since August using the CPGE format to assess the BPS program. Dr. Varner said she will support any assessment approach the department wants to use, TracDat with department method or TracDat with CPGE method. Drs. Varner and Aulgur agreed to have open and honest communication before they started the evaluation review of BPS. She evaluated the TracDat 4 column report and looked for assessment gaps guided by the evaluative rubric. The BPS TracDat reports did not include a Continuous Improvement plan. Dr. Aulgur was grateful for Dr. Varner's help and appreciated the feedback.

Using the Continuous Improvement Report and Plan, Drs. Varner and Aulgur were able to redesign the assessment plan and process for BPS. Dr. Aulgur said he was specifically able to use a question regarding Changes for the Next Year (#5). He mapped the degree, and then figured out how departmental objectives fit. Dr. Aulgur started evaluating three courses (PS 3143, 3003, 4003) and then incorporated two more (PS 3133, 3023). Dr. Aulgur wants to track student learning to identify any disconnects and wants to have tangible evidence of student learning.

Dr. Varner explained the assessment process. She said the first step is to evaluate the original program. If she finds gaps, such as no curriculum mapping, no aligning with the outcome, and missing assessment information and data, she makes recommendations for change. The BPS faculty, with guidance from Dr. Varner developed an assessment plan, and then selected the courses to be added to the CPGE system. The program also uses an indirect measure, students are given a senior survey. Dr. Varner and Dr. Aulgur completed a Continuous Improvement plan which will be implemented the next academic year. Dr. Varner shared she is developing an Assessment Academy to help guide personnel in the assessment process.

Mr. Watson then asked about identifying information in the survey. He said that student contact data is typically kept in an excel file on a department head's desktop. He is working with Brent Drake in the Development Office to enter student contact information in Banner if someone will give it to him. Mr. Watson wants to take data independently collected and enter it in Banner which is automatically updated every six months with the national change of address registry.

Dr. Varner passed around a sign-up sheet for an Advisory Council for the Assessment Academy. She asked for representatives from both offices and academics.

Dr. Annette Stuckey said if everyone in a department does their small share of the work, assessment is not that hard.

Dr. Varner agreed that assessment is a team effort. She will contact everyone about meeting this summer for the Assessment Academy sub-committee advisory councils for university offices and academics.

ADJOURNMENT   The meeting adjourned at 4:25 p.m.