Minutes of the

ASSESSMENT COMMITTEE

OF

ARKANSAS TECH UNIVERSITY

The Assessment Committee met Tuesday, December 2, 2014 at 2:30 p.m. in Room 456 of the Rothwell Building. The following members were present:

 Dr. Monica Varner, Chair Dr. Annette Holeyfield Dr. Tracy Cole

 Mr. Wyatt Watson Mr. Ken Wester Ms. Shauna Donnell

 Dr. Mary Gunter Mr. Mike Murders Ms. Amy Pennington

 Dr. William Hoefler Dr. Tim Carter Dr. Jason Warnick

 Dr. Hanna Norton Ms. Marilyn Johnson Dr. Stephen Jones

 Ms. Annette Stuckey Dr. Sean Huss Dr. Pat Buford

 Mr. Kyle Bush

 Absent:

 Dr. Lucas Maxwell Dr. Robin Lasey Ms. Katie Frazier

 Mr. Jericho McElroy

**CALL TO ORDER**: Chair Varner called the meeting to order at 2:35.

**APPROVAL**

**OF MINUTES**: Dr. Jones motioned to approve the September 30, 2014 minutes, and Dr. Buford seconded the motion. The September 30th minutes were approved by the UAC.

**NEW BUSINESS**:

**Assessment Committee Notebook**

The 2014-2015 Assessment Committee Notebook was provided to each member of the UAC. The notebook contains a plethora of assessment documents specific to Arkansas Tech University.

 **Academic Program Peer Review Assessment Schedule and Team Leaders**

Dr. Varner explained that she sent out the peer review schedule to UAC members on October 28th. Three groups were developed consisting of faculty members on the UAC. The next step was for each group to identify a team leader. Dr. Varner called upon each group, and the team leaders were chosen. Dr. Jones was selected as the leader for Team 1. Dr. Lasey was selected as the leader of Team 2. Dr. Maxwell was selected to be the leader of Team 3. Each group will be assigned three degree programs to review. In January, Dr. Varner will send the groups their assignments. Only non-accredited associates, bachelors, and masters programs will be peer-reviewed. Dr. Varner will assist with the first review for each group. The assessment peer review process will be collaborative and constructive, rather than punitive.

 **Assessment Peer Review Degree/Program Continuous Improvement Form:**

Dr. Varner asked the UAC members to open their notebooks to the revised assessment peer review degree/program continuous improvement report form. She explained that the form is divided into four categories: Not developing, Underdeveloped, Developing, and Developed. She emphasized that peer reviewers are to assess continuous improvement instead of disciplinary content. Dr. Carter had a question about whether or not the form will be able to be edited, and Dr. Varner replied by saying that it will be in Word format so that the groups can provide feedback directly on the form. After the teams have reviewed the programs, the Office of Assessment and Institutional Effectiveness will upload the reports to the respective degree program’s TracDat unit.

 **Survey for Office Assessment Academy**

Dr. Varner mentioned that the Office of Assessment and Institutional Effectiveness will send out a survey to office unit leaders to determine what aspects of assessment the Office Assessment Academy needs to focus on. The OAIE will design the Office Assessment Academy training sessions based on the feedback from the survey.

 **Importance of Assessment Artifacts**

Dr. Varner explained that we start submitting data to HLC in September 2015. Evidence of an institutional culture of assessment must be provided in TracDat.

**ADJOURNMENT**: The meeting was adjourned at 3:18 p.m.