Minutes of the

ASSESSMENT COMMITTEE

OF

ARKANSAS TECH UNIVERSITY

The Assessment Committee met Tuesday, September 30, 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 Dr. Robin Lasey

Dr. Mary Gunter Mr. Bruce Sikes Ms. Amy Pennington

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

Dr. Lucas Maxwell Ms. Marilyn Johnson Dr. Stephen Jones

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

Mrs. Shauna Donnell Mr. Kyle Bush

Absent:

Dr. Hanna Norton Ms. Katie Frazier Mr. Jericho McElroy

**CALL TO ORDER**: Chair Varner called the meeting to order and asked for each assessment committee member in attendance to introduce themselves.

**APPROVAL**

**OF MINUTES**: The April 22, 2014 minutes were approved by the UAC.

**NEW BUSINESS**: **Academic Program Peer Review Assessment**

Dr. Varner explained that the committee is charged with re-examining existing assessment practices to provide services and recommendations aimed at improving the effectiveness of student assessment (Members listed at <http://www.atu.edu/assessment/committee.php>).

She then distributed the continuous improvement student learning assessment peer review form that was approved during the 2013/2014 academic cycle. She described that it is important for all programs to conduct internal assessment reviews so that programs will be prepared for

external reviews and more importantly, provide changes to enhance student learning. Programs that are accredited conduct their own internal reviews to comply with their accreditation bodies. The assessment peer review process is going to focus on evaluating the assessment process of academic associate, bachelors, and masters programs. Dr. Varner will assign faculty and administrative faculty members to the peer review teams. After a program has been peer reviewed, the program faculty will be provided feedback from reviewers on why the program received a certain rating; the departments can provide feedback and request additional information. Mr.Watson asked a question regarding whether or not the peer review will take place the year before a program is scheduled to be externally reviewed. Dr. Varner explained that the peer review will take place before a program is scheduled to be externally reviewed. Dr. Varner will develop the schedule for the peer review process.

**2013/2014 University Assessment Committee Strategic Plan Report:**

Dr. Varner distributed the results of the UAC Strategic Plan Report for the 2013/2014 academic cycle. She explained that the 2013/2014 UAC Strategic Plan Report was developed based on the recommendations from the 2011 HLC visit and other university assessment needs. The results were listed for all of the goals, except for #5 and #6. Ms. Pennington was able to provide information pertaining to the results of #5 and #6. Dr. Varner presented to the committee a motion to accept the results, and the motion passed, with the addition of the results for #5 and #6.

**Office of Assessment and Institutional Effectiveness Strategic Plan**

Dr. Varner provided copies of the Office of Assessment and Institutional Effectiveness four column TracDat report as an example of an office assessment report.

**Office Assessment Academy for Russellville and Ozark campus**

The Office Assessment Academy will provide specific training geared towards facilitating office assessment. Dr. Varner mentioned that the members of the committee who represent offices will be contacted to participate in the Office Assessment Academy. The focus this year for

offices is assessment training and implementation. The aforementioned Office of Assessment and Institutional Effectiveness four column TracDat report will be utilized as an example assessment report for offices during the training as well as other office assessment reports.

**OTHER BUSINESS:**

**Recurring Grant Proposal**

Dr. Stephen Jones presented an application for a recurring assessment project grant for the College of Business. The funds will allow the College of Business to be able to continue administering the ETS MFT and DIT-2 exams, which are used to support the assurance of learning (AoL) process mandated by AACSB for accreditation. The amount requested was $2,995.00. Dr. Varner presented a motion to accept the grant proposal, and the motion passed. Following the recurring grant proposal, Dr. Varner asked if there was any other business that needed to be discussed. No other new business was brought forward.

**ADJOURNMENT**: The meeting was adjourned at 3:39 p.m.