

Assessment Committee Minutes December 7, 2001

Members Present: All members present - David Underwood (chair), Dr. Eldon Clary, Dr. Jan Jenkins, Dr. Annette Holeyfield, Ms. Lori LeBahn, Mr. John Baker, Mr. Wyatt Watson, Dr. John Watson, Dr. Cathy Baker, Dr. Carey Roberts, Mr. Ron Robison, Dr. David Roach, Dr. Glenn Sheets, Ms. Carol Trusty

Call to Order

Dr. Underwood called the meeting to order in Pendergraft #323 at 10:00 a.m. The meeting began with an introduction of each member.

Assessment Overview

A charge to the committee was developed by Dr. Underwood and distributed to each committee member to be used as a guideline for implementing the assessment process. Prior to the meeting, a notebook was distributed to each member containing excerpts specifically focused on assessment. Included in the notebook were excerpts from the "Report of a visit to ATU, October 23-25, 2000," the NCA handbook under which the University was recently visited, and two resource articles on assessment by Cecilia L. Lopez, Ph.D. (NCACIHE). Dr. Underwood read from the "Report of a visit to ATU, October 23-25, 2000" and emphasized ATU's areas of weakness pertaining to assessment as described by the NCA report. Dr. Underwood then explained the assessment matrix according to the NCA handbook.

Official Business

Dr. Underwood briefly discussed some of the key issues surrounding the assessment process at the University:

- Academic and non-Academic support – focus and approach are different
- Departmental weaknesses – need to create a reporting process
- Policy must be simple and effective - to ensure that everyone campus-wide can adhere to it
- According to the NCA report, the University is currently at Level 1 on the Levels of Implementation scale – must be at Level 2 and approaching Level 3.
- Director for Institutional Research – the University now has an IR Director and a website where assessment resources can be easily accessed.

Assignments for Members:

Dr. Underwood asked each member to review the previously distributed notebook thoroughly for the next meeting.

New Business:

Dr. Underwood will prepare a presentation, which will provide an overview of assessment and the different ways to approach assessment issues. After the presentation, the committee will have the basis to begin a plan of action.

The meeting was adjourned at 10:45 a.m.