

**Assessment Committee Minutes**  
**April 1, 2003**

**Members present:**

Dr. David Underwood (chair), Dr. Jan Jenkins, Mr. Luke Heffley, Dr. Annette Holeyfield, Ms. Lori LeBahn, Dr. Carey Roberts, Mr. Ron Robison, Dr. Glenn Sheets, Ms. Carol Trusty, and Dr. John Watson.

**Members absent:**

Dr. Cathy Baker, John Robert Baker, Dr. Eldon Clary, Dr. David Roach, and Mr. Wyatt Watson.

**Call to Order**

Dr. Underwood called the meeting to order at 8:30 a.m.

**Official Business**

Dr. Underwood explained that the purpose of the meeting today was informational.

A teleconference, entitled "Engaging Students in Learning" was held on campus and attended by approximately 20 individuals. The committee was advised that the teleconference was successful based on feedback from 14 of the participants on an evaluation form. The committee was given directions to obtain the manual provided for the teleconference since it contains excellent resource material regarding engaging students in learning.

The committee was informed about Tech's participation in the American Association of State Colleges and Universities (AASCU) Hallmarks Project sponsored by the First Year Experience out of South Carolina. The focus is to clarify and identify the hallmarks of Tech. In this context, hallmarks would be considered to be identifying characteristics. The outcome of our participation will be a set of hallmarks that represent Tech as well as a set of measures that could be used to determine the extent to which the hallmarks actually reflect our behavior. It is believed that this process will help inform the campus regarding assessment and help to focus our assessment efforts.

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The committee was also informed about the status of the requested increase in the assessment fee. The fee is expected to go before the Board of Trustees at the next meeting and it is expected to pass. The committee was informed that if it passes, the committee will have to develop a methodology of determining how the money could be best spent to facilitate assessment on campus.

The committee discussed the up-coming focused visit on assessment and was given the names of the steering committee that has already been appointed to help write the report. The plan is to draft the report, with help from the steering committee, and then to provide copies to the assessment committee for their input before it is finalized.

The meeting was adjourned at 9:45 a.m.

**Assessment Committee Minutes**  
**November 25, 2003**

**Members Present:** Dr. Cathy Baker, Dr. Jan Jenkins, Mr. Luke Heffley, Dr. Annette Holeyfield, Dr. Glenn Sheets, Ms. Carol Trusty, Dr. David Underwood (chair), Mr. Wyatt Watson, and Dr. John Watson.

**Members Absent:** Dr. Eldon Clary, Ms. Lori LeBahn, Dr. David Roach, Dr. Carey Roberts, Mr. Ron Robison, and Mr. Casey Stephens.

**Call to Order**

Dr. Underwood began the meeting with the approval of minutes for the October 28, 2003 meeting. Motion was made to approve the minutes, then seconded, and unanimously approved.

**Official Business**

Dr. Underwood asked Mr. Wyatt Watson to update the committee on the efforts of the sub-committee appointed to conduct assessment research (October 7, 2003 meeting). Mr. Watson indicated that information has been collected, but the sub-committee is still in the process of completing the research. Mr. Watson indicated that a report would be submitted to the committee at an up-coming meeting.

• **NSSE and FSSE Surveys**

Dr. Underwood asked Mr. Wyatt Watson to report on the finalization of the NSSE and FSSE surveys that were approved by the committee (October 28, 2003 meeting). Mr. Watson stated that he would receive the results for both surveys, at which point the departments could decide exactly how the data would be broken down. Mr. Watson indicated that a total of 3,150 students will be surveyed (1,050 freshmen, 1,050 sophomores & juniors, and 1,050 seniors) as part of NSSE and the survey should take place in late March or early April, 2004. Mr. Watson indicated that all full-time and part-time faculty (211 full-time & 118 part-time – 329 total) will be surveyed as part of the FSSE, but the survey dates have not been finalized with FSSE. The final cost for both surveys will be \$8,025.00. The question was raised as to whether or not staff should be included as part of the FSSE survey. Dr. Underwood indicated that over half of the survey questions would not apply to staff and therefore, staff should not be included. The question was raised as to whether or not the students and faculty from Arkansas Valley Technical Institute (A.V.T.I.) should be included in the surveys, as a result of the merger between Arkansas Tech University (ATU) and A.V.T.I. Dr. Underwood pointed out that although the assessment efforts at ATU would need to include all students and faculty at A.V.T.I., the fact that the logistics of the merger are still under consideration together with the technical focus of all course offerings at A.V.T.I. would make it difficult to include A.V.T.I. in the surveys and still be able to understand the results.

- **Assessment at A.V.T.I.**

As a direct result of the conversation regarding the NSSE and FSSE surveys, the suggestion was made to add a representative from A.V.T.I. to the Assessment Committee. Dr. Underwood indicated that he had spoken with Mr. Carl Jones, Chancellor of A.V.T.I., regarding the implementation of the assessment forms. Motion was made to add two representatives from A.V.T.I. to the Assessment Committee (1 faculty and 1 staff). The motion was seconded and unanimously approved.

- **General Education Review**

Discussion of the general education review was deferred until Spring 2004.

- **Departmental Assessment Committees**

The selection of names for the departmental assessment committees was deferred until Spring 2004.

- **Assessment Project Grants**

Dr. Underwood indicated that as of this date he has received two official applications for assessment project grants and asked the committee to decide how to review the applications. The committee agreed that all members would look at each application. The applications will be sent to each member either via campus mail or e-mail. Dr. Underwood asked the committee to make their decisions prior to the Christmas holidays, so that the departments could begin implementation as soon as possible.

- **Assessment Plan Update**

A list of assessment plans that have been received and a list of departmental assessment plans that are still missing was distributed to each committee member. Dr. Underwood asked the members to contact the respective departments that were still missing plans, as the deadline for submission was 11-21-03. An updated list will be distributed to the members as the assessment plans are submitted.

### **New Business**

Several members indicated that it would be helpful to establish a time-line for the next cycle of assessment plans that corresponded with the academic calendar. This would enable the departments to better plan for completion of the assessment plans, allow for the time constraints of the other activities (finals, grading, etc), and facilitate the coordination with other accrediting entities (AACSB, NCATE, etc.). Dr. Watson asked about the scanner used to scan student evaluations of faculty members, as the scanner is not working properly. Dr. Underwood indicated that he would investigate the problem further, but that the current process of evaluating faculty would continue until further notice.

The meeting was adjourned at 11:00 a.m.