

Assessment Committee Minutes January 31, 2005

Members Present: Dr. David Underwood, chair, Dr. Eldon Clary, co-chair, Dr. Jo Blondin, Mr. Philip Covington, Mr. Luke Heffley, Dr. Annette Holeyfield, Dr. Jan Jenkins, Dr. David Roach, Dr. Carey Roberts, Mr. Ron Robison, Dr. Glenn Sheets, Ms. Carol Trusty, Dr. John Watson, and Mr. Wyatt Watson.

Members Absent: Dr. Cathy Baker, Ms. Tammy Rhodes, and Ms. Casey Stephens.

Call to Order

The meeting was called to order at 3:30 p.m. The meeting began with the approval of minutes for the November 18, 2004 meeting. The motion was made to approve the minutes for November 18, 2004, seconded, and unanimously approved.

Scoring Rubrics

Dr. Underwood collected the scoring rubrics from the committee members and opened the floor to discussion regarding the overall results. While the committee felt that the scores were definitely a good beginning, the members pointed out the need for an increased focus on student outcomes. Listed below are the recommended changes to the scoring rubric:

- Dr. Underwood pointed out that he had encountered some problems with the layout of the rubric and made the suggestion that the objective scores need to be deleted from the form, so that there is just one overall score for each category. Many committee members agreed that they had the same difficulty with the rubric and unanimously agreed that the recommended change to the scoring rubric would be beneficial.
- Several members indicated that the #7 communication requirement is not listed as a requirement on the assessment plans/reports. The recommendation was made to add the #7 communication requirement from the scoring rubric to the assessment plans/reports. The committee unanimously agreed that the recommended change would be beneficial.

Overall, the committee felt that with the above mentioned changes, the scoring rubrics were a good tool to use for evaluating the assessment plans/reports.

Dr. Underwood indicated to the committee that Dr. Roach had volunteered to analyze the ratings for the scoring rubrics in order to establish the validity of the scores that have been received up to this point. Dr. Underwood asked Dr. Roach to address the committee. Dr. Roach indicated that he needed 4 or 5 reviewers and that each reviewer must score the same assessment plans. Dr. Underwood, Dr. Watson, Dr. Jenkins, Dr. Blondin, and Wyatt Watson volunteered to review and score the assessment plans as part of Dr. Roach's evaluation. Once Dr. Roach completes his evaluation and presents the results to the committee, the scoring rubrics, along with a cover letter, will be sent to the departments as a means of feedback on the effectiveness of the assessment plans.

General Education Assessment

Dr. Underwood reminded the committee about discussion regarding the general education goals (see minutes 11-18-04). The committee was unanimous that the general education goals need to be reviewed by the governing committees, especially since the goals were adopted over 10 years ago. The committee recommended that a letter be sent to the Curriculum Committee and Faculty Senate requesting that the general education goals be reviewed.

Assessment Committee Chair

Dr. Underwood distributed a draft of a handout to the committee for a proposed revision in the Assessment Committee structure. The handout indicated that Dr. Underwood would be handing over the position of chair to another committee member. The handout indicated that the new chair must be a nine-month faculty member and the chair would receive one course release time or be paid an overload and also be provided with a Graduate Assistant. The handout suggested that each school/department have assessment committees who would report to the new chair. The new chair would make recommendations to Academic Affairs regarding money, policy, procedures, etc. Dr. Underwood indicated that Dr. Jack Hamm, Vice President for Academic Affairs, had reviewed and approved the proposed changes. Dr. Underwood asked the committee to review the handout and get back with him regarding any concerns or suggestions. The committee was unanimous about one change to be made at the school/department level – each school/department assessment committee should have at least one student as a member.

New Business

Dr. Underwood indicated that he would discuss the changes in the Assessment Committee structure at the next Dean's Council meeting. Dr. Jenkins asked that a glossary of terms from the Higher Learning Commission be added to the Assessment web site (<http://ir.atu.edu/assessment.htm>).

The meeting was adjourned at 4:30 p.m.

Arkansas Tech University
Assessment Committee
Minutes of Meeting
March 1, 2005

The Assessment Committee met in RPL 325 on Tuesday, March 1, 2005, at 3:00 p.m. Members present were: Dr. David Underwood, Dr. Jan Jenkins, Dr. Annette Holeyfield, Mr. Luke Heffley, Dr. Glenn Sheets, Dr. John Watson, Dr. Cathy Baker, Mr. Ron Robison, Mr. Philip Covington, Dr. Jo Blondin, Dr. David Roach, Dr. Carey Roberts, Mr. Wyatt Watson, Ms. Carol Trusty, and Ms. Tammy Rhodes. Dr. Eldon Clary and Ms. Casey Stephens were absent.

APPROVAL OF MINUTES

Dr. Underwood called the meeting to order and asked for approval of the minutes from the December 3, 2004, meeting and January 31, 2005, meeting. Motion by Dr. Jenkins, seconded by Ms. Rhodes, to approve the minutes from the December 3rd meeting. Motion carried. Motion by Dr. Holeyfield, seconded by Dr. Jenkins, to approve the minutes from the January 31st meeting. Motion carried.

ORDER OF BUSINESS

Dr. Underwood indicated that he has drafted a letter to submit to the chair of the Curriculum Committee requesting review of the general education objectives and development of a mechanism for a regular review process.

Dr. Underwood stated that the University mission statement will have to be reviewed. He indicated that Dr. Jack Hamm, Vice President for Academic Affairs, will be discussing the review with Dr. Robert Brown, President. Dr. Underwood indicated that it is a possibility that Dr. Brown will appoint a committee to review the mission statement.

Dr. Underwood stated that Dr. Roberts has been appointed to serve as chair of the Assessment Committee, with duties beginning in fall, 2005.

Dr. Underwood indicated that the Higher Learning Commission will be sponsoring assessment training sessions in April and June. Each institution is allowed to send a five-member team to the training. Dr. Underwood stated he hoped when attendees returned from the training, they could offer training sessions through Dr. Dennis Fleniken's Center for Leadership and Learning. Currently for the April training, Dr. Roberts; Ms. Rhodes; Dr. Daniel Bullock; and either Dr. Loretta Cochran, Dr. Connie McKnight, or Dr. Kim Troboy; have volunteered to attend the April training in Chandler, Arizona. Dr. Underwood indicated that one position is open for the April meeting. Dr. Underwood stated the June training will be held in Chicago, Illinois. Dr. Baker indicated that she would like to attend the June training.

Dr. Underwood indicated that the revised scoring rubric will be available on the Assessment web site soon.

Dr. Roach reported on the analysis of the ratings for the scoring rubrics. He indicated that although there was a lot of variation in how the reports were rated by individuals, there was very good consensus on whether a report was generally good or bad. Dr. Roach made a couple of suggestions about how to improve the ratings if the goal of the committee is to provide departments with accurate ratings of the plan's strengths and weaknesses. However, due to the relatively high convergent validity index (an indication that we were able to discriminate between the good and bad plans) if the goal is to provide relative feedback, the committee should just continue to rate the plans. The results would then provide the departments with a relative rating of good or bad.

Dr. Roach also had some suggestions for revising the rating scale on the rubric used to evaluate the assessment reports. After discussions by other committee members, it was decided that Dr. Underwood should revise the scale and re-post the revised rubric on the assessment website.

The meeting was adjourned at 3:43 p.m.

evaluation though rated on a wide range recognized what was good and what was bad (basically arrived at the same analysis)
good, average, poor, or missing scoring instead of numeric scale
new group of reviewers should be provided a sample of what we have previously scored
rated the first five dimensions....

Adjournment at 2:43 p.m.

Arkansas Tech University
Assessment Committee
Minutes of Meeting
May 3, 2005

The Assessment Committee met in RPL 325 on Tuesday, May 3, 2005, at 4:00 p.m. Members present were: Dr. David Underwood, Dr. Jan Jenkins, Dr. Annette Holeyfield, Mr. Luke Heffley, Dr. John Watson, Dr. Cathy Baker, Mr. Philip Covington, Dr. Jo Blondin, Dr. Carey Roberts, Mr. Wyatt Watson, Ms. Carol Trusty, and Ms. Tammy Rhodes. Dr. Eldon Clary, Dr. Glenn Sheets, Mr. Ron Robison, Dr. David Roach, and Ms. Casey Stephens were absent.

APPROVAL OF MINUTES

Dr. Underwood called the meeting to order and asked for approval of the minutes from the March 1, 2005, meeting. Motion by Dr. Watson, seconded by Dr. Roberts, to approve the minutes with correction of ending time to 3:43 p.m. Motion carried.

ORDER OF BUSINESS

Dr. Underwood reported that scored assessment plans had been distributed to the Dean's.

Dr. Underwood reported that he attended a session at the Chicago meeting of the Higher Learning Commission. He indicated that in the new Criteria of Accreditation, assessment of student learning efforts is evident in all Core Components instead of in only Criterion 3. He indicated that the team leader for the Tech focused visit on assessment is no longer evaluating.

Dr. Underwood reported that the American Association of Higher Education would cease to operate. He indicated that the June AAHE Assessment Workshop would still be held.

Dr. Underwood reported that a five-member team attended the AAHE Assessment Workshop in Chandler, Arizona, in April. He asked Dr. Roberts to report. Dr. Roberts indicated that Dr. Daniel Bullock, Dr. Richard Knight, Mr. Wyatt Watson, and Ms. Tammy Rhodes attended the workshop. He indicated that the team attended a series of workshops for institutions in the beginning stages of assessment, for institutions where assessment had stalled and needed to restart, for institutions that have made some progress, and for institutions that need to convert data into action. The team completed an Action Strategy Workshop where a plan for assessing student learning efforts was defined and reported.

Dr. Underwood indicated that he had drafted a letter to submit to the chair of the Curriculum Committee requesting review of the general education objectives and development of a mechanism for a regular review process of the general education goals.

Dr. Baker requested that a letter be sent to the faculty from President Brown requesting a review of the general education goals.

Discussed creation of establishing School Assessment Committee but no conclusion was reached during the meeting. A decision was delayed until a clearer understanding of the role of the School Committee could be achieved. All but one school already has a School Committee in place.

There was some discussion of the fact that the structure of the Assessment Committee might need to be changed to reflect the fact that a faculty member would be chair.

The committee discussed the necessity of the Curriculum Committee having ownership of reviewing the general education goals and making recommendations concerning them.

The meeting was adjourned at 4:00 p.m.

Arkansas Tech University
Assessment Committee
Minutes of Meeting
August 30, 2005

The Assessment Committee met in Doc Bryan 179-180 on Tuesday, August 30, 2005, at 10:00 a.m. Members present were Dr. Cathy Baker, Dr. Eldon Clary, Mr. Philip Covington, Mr. Luke Heffley, Dr. Annette Holeyfield, Dr. Jan Jenkins, Dr. Carey Roberts, Mr. Ron Robinson, Dr. Susan Underwood, and Dr. John Watson. Dr. Jo Blondin, Ms. Tammy Rhodes, Dr. David Roach, Ms. Carol Trusty, and Mr. Wyatt Watson were absent.

Dr. Roberts called the meeting to order and asked for approval of minutes from the May 3, 2005 meeting. Motion by Dr. Holeyfield and seconded by Mr. Covington, to approve the minutes as amended. Motion carried.

ORDER OF BUSINESS

Dr. Roberts reported that he and Dr. Underwood met with the Curriculum Committee to discuss general education revision. He emphasized that this was the curriculum committee's area and that members of the assessment committee would serve as a resource.

Discussion of the school assessment committees was held. Motion by Mr. Robinson and seconded by Mr. Covington to delay action on the planning of the school assessment committees until the next meeting. Motion carried.

Dr. Susan Underwood was introduced as a new member. Mr. Victor Saldivar was introduced as the graduate assistant for the year. It was also noted that Dr. Glen Sheets will be off the committee this year.

Dr. Roberts discussed the problem of having one student on the committee, when class schedules generally kept student reps from attending meetings. There was then a discussion of having a student representative from each school. Motion by Dr. Watson and seconded by Dr. Jenkins, for more investigation into the advisability of having more than one student serve on the committee. Motion carried.

Dr Roberts announced that he would no longer be serving on the Assessment Grant Subcommittee and that Dr. Baker will be taking his place. Other committee members are Dr. Jan Jenkins and Mr. Luke Heffley.

Dr. Roberts requested a work/class schedule from all members in order to arrange a new meeting time for fall 2005. Mr. Heffley requested that possible dates and times be sent by Dr. Roberts before committee members send in their schedules.

The committee discussed the AAHE fall workshop on October 12-14. Dr. Roberts stated that one position was still available if anyone is interested in attending.

The committee discussed the deadline for program assessment plans and assessment grants. Dr. Watson mentioned that the program deadline for the assessment plans was on October 1.

The committee discussed having a spring deadline for the Assessment grants for the 2006-2007 academic year. Motion by Mr. Heffley and seconded by Dr. Holeyfield for making the deadline for March 6 for the 2005-2006 academic year. Motion carried.

Motion by Dr. Jenkins and seconded by Mr. Covington, to have the assessment grant for this academic year on November 1 and one in the spring. Motion carried.

Motion by Dr. Holeyfield and seconded by Dr. Jenkins, to make the 2006-07 deadline for the Assessment grants for March 1, 2006. Motion carried.

The committee discussed upcoming Noel-Levitz web conferences. Dr. Susan Underwood advised that anyone attending remember that while the conferences are worthwhile, the aim of Noel-Levitz is to sell their programs.

Dr. Roberts discussed the idea of textbook uniformity for multi-section courses and stated that the committee would postpone discussion of the matter indefinitely, until the Faculty Senate has decided upon the wording for their resolution. The committee discussed the pros and cons of textbook uniformity.

The meeting was adjourned at 10:42 a.m.

Arkansas Tech University
 Assessment Committee
 Minutes of Meeting
 September 26, 2005

The Assessment Committee met in Ross Pendegraft Library on Monday, September 26, 2005; at 1:30 p.m. Members present were Dr. Jo Blondin, Mr. Fred Clayton, Mr. Philip Covington, Dr. Annette Holeyfield, Ms. Sarah Judy, Ms. Tammy Rhodes, Dr. David Roach, Dr. Carey Roberts, Mr. Ron Robison, Dr. Susan Underwood, Dr. John Watson, and Mr. Wyatt Watson. Dr. Cathy Baker, Dr. Eldon Clary, Dr. Jan Jenkins, and Dr. Robert Schwartz were absent.

<p>CALL TO ORDER AND APPROVAL OF THE MINUTES</p>	<p>Dr. Roberts called the meeting to order and asked for dispensing of minutes from the August 30, 2005 meeting. Motion by Dr. Holeyfield and seconded by Dr. Underwood to dispense with the reading of the minutes. Motioned carried.</p> <p>Dr. Holeyfield said that the assessment grants not assessment plans are due on November 1st not October 1st. Motion by Dr. Holeyfield and seconded by Dr. Watson to change minutes. Motion carried. Motion by Mr. Covington and seconded by Dr. Blondin to accept minutes as amended. Motion carried.</p>
<p>OLD BUSINESS: UNIT ASSESSMENT FORMS</p>	<p>Mr. Watson moved that we send a reminder to faculty that assessment plans must be submitted. Motion by Dr. Watson and seconded by Mr. Robison to extend the plan's deadline to no later than October 15th. Motion carried.</p>
<p>NOWELL-LEVITZ WEB CONFERENCES</p>	<p>Wyatt Watson discussed Nowell-Levitz web-conferences. He mentioned that a couple of people from the Math department would be attending. The two conferences that Mr. Watson thought would be most beneficial were "How to assess students" and "Assessing students' satisfaction and priorities." He mentioned that the "Assessing students' satisfaction and priorities" included case-studies presented by three different universities.</p>
<p>NEW BUSINESS: PROGRAM AND UNIT ASSESSMENT</p>	<p>Members discussed the differences between assessing academic and non-academic areas. Ms. Rhodes explained that the non-academic side of the university has different needs than the academic side. This resulted in confusion over the subject matter of non-academic units' assessment plans. Mr. Watson and Mr. Covington emphasized the need to determine lingering faculty and staff questions about the assessment process. Dr. Blondin suggested it might be our assessment forms that cause problems since they may be geared toward academics.</p>

	<p>Several members proposed ways to encourage faculty and staff in campus-wide assessment efforts including on-campus workshops, working through the Center on Teaching Excellence, and focus groups. Dr. Watson and Dr. Blondin suggested creating written or online assessment guides or handbooks, which faculty and staff could consult for answers to their questions.</p> <p>No decisions were made on these matters, but assessment guides will be placed on next month's agenda.</p>
<p>FACULTY EVALUATIONS</p>	<p>Dr. Roberts mentioned that some faculty expressed concern to him about faculty evaluations, their wording, and their usefulness as a measure of student learning. He asked if this matter fell within the responsibility of the Assessment Committee. Dr. Roach stated that there is clear distinction between evaluation and assessment, and that the committee's responsibility was the assessment of student learning, not evaluating faculty.</p> <p>Motion by Dr. Roach and seconded by Dr. Blondin that it would be philosophically incorrect for this committee to work on faculty evaluations. Motion Carried</p>
<p>ADJOURNMENT</p>	<p>Motion by Mr. Covington and seconded by Dr. Watson to adjourn meeting. Motion carried.</p>

Arkansas Tech University
 Assessment Committee
 Minutes of Meeting
 October 26, 2005

The Assessment Committee met in Doc Bryan Student Services Center on Wednesday, October 26, 2005; at 2:00 p.m. Members present were Dr. Jo Blondin, Mr. Fred Clayton, Mr. Philip Covington, Dr. Annette Holeyfield, Dr. Ron Hutain, Dr. Jan Jenkins, Ms. Sarah Judy, Ms. Tammy Rhodes, Dr. David Roach, Dr. Carey Roberts, Dr. Rob Schwartz, Dr. Susan Underwood, and Mr. Wyatt Watson. Dr. Cathy Baker, Dr. Eldon Clary, Mr. Ron Robison, and Dr. John Watson were absent.

<p>CALL TO ORDER AND APPROVAL OF THE MINUTES</p>	<p>Dr. Roberts called the meeting to order and asked for dispensing of the reading of the minutes from the September 26, 2005, meeting. Motion by Dr. Underwood and seconded by Dr. Holeyfield to dispense with the reading of the minutes. Motioned carried.</p> <p>Mr. Covington stated that Noel-Levitz was misspelled as “Nowell-Levitz.” Motion to change minutes. Motion carried. Motion by Mr. Covington and seconded by Ms. Judy to accept minutes as amended. Motion carried.</p>
<p>OLD BUSINESS</p>	<p>Motion made and carried to suspend the agenda to order to hear a report on the latest AAHE workshop..</p>
<p>REPORT FROM THE ASSESSMENT WORKSHOP, CHICAGO (ROB SCHWART, RON HUTAIN)</p>	<p>Dr. Schwartz informed the committee that 5 people from Arkansas Tech went to the workshop. At the workshop the team came up with a strategy for learning outcomes. Dr. Swartz mentioned that assessment should start at all levels, and that the team believed that more information should get to campus though the department heads. Dr. Hutain mentioned that the workshop stressed that student learning is number one. The committee discussed departments’ knowledge on assessment and ways to make faculty and staff more knowledgeable about assessment. Dr. Underwood suggested that the committee somehow recognize departments who did well with their assessment plans last year based on the evaluations. The committee discussed other ways of educating faculty and staff about assessment including having workshops or luncheons.</p>
<p>CURRICULUM/ COURSE CHANGE FORMS: PURELY ELECTIVE COURSES</p>	<p>Ms. Rhodes informed the committee of purely elective courses that were not being assessed because departments did not consider them part of their programs. Mr. Watson suggested that every elective course should conform to general education requirements, a departmental or program assessment plan, or the mission statement. If the course does not apply to one of these, why offer it? The committee</p>

	discussed the wording of the curriculum/course change form. The committee then went into discussion over the proposal outcome checklist. Motion by Ms. Rhodes and seconded by Dr. Schwartz to form a subcommittee for curriculum proposals. Motion carried. The subcommittee for curriculum proposal consists of Ms. Tammy Rhodes, Dr. Jan Jenkins, and Dr. Susan Underwood
2006 MONITORING REPORT NORTH CENTRAL	The committee discussed a handout created by Dr. Jo Blondin. Dr. Blondin used the handout as an example of a guide for assessment. The committee discussed having a similar guide for staff and faculty at Arkansas Tech. Dr. Roberts asked for volunteers to form a subcommittee to help make an assessment guide for Arkansas Tech. Mr. Watson, Ms. Judy, and Dr. Roberts volunteered. Dr Roberts asked the committee to ask their colleagues two to three questions that they have about assessment.
ABSENT ASSESSMENT REPORTS	Dr. Roberts mentioned that the emails concerning assessment should be sent to an all-unit head list. Dr. Roach mentioned how his department had emailed an assessment plan to this committee, but that they are now working on a revised plan. Dr. Roberts stated that it is ok to wait if a revision is in progress.
ADJOURNMENT	Motion to adjourn meeting. Motion carried. Meeting adjourned at 3:04pm.

Arkansas Tech University
 Assessment Committee
 Minutes of Meeting
 November 17, 2005

The Assessment Committee met in Doc Bryan Student Services Center on Thursday, November 17, 2005; at 2:00 p.m. Members present were Dr. Cathy Baker, Dr. Jo Blondin, Dr. Eldon Clary, Mr. Phil Covington, Dr. Annette Holeyfield, Dr. Jan Jenkins, Ms. Sarah Judy, Ms. Tammy Rhodes, Dr. David Roach, Dr. Carey Roberts, and Dr. John Watson. Mr. Fred Clayton, Dr. Ron Hutain, Mr. Ron Robison, Dr. Robert Schwartz, Mr. Ron Robison, and Dr. Susan Underwood were absent.

<p>CALL TO ORDER AND APPROVAL OF THE MINUTES</p>	<p>Dr. Roberts called the meeting to order and asked for dispensing of the reading of the minutes from October, 26 2005 meeting. Motion by Dr. Roach and seconded by Ms. Rhodes to dispense with the reading of the minutes. Motion carried.</p>
<p>DEVELOPING CAMPUS-WIDE ASSESSMENT GUIDE</p>	<p>The committee reviewed the frequently asked questions part of the assessment guide. Dr Roberts asked the committee if they saw any questions that needed to be added or subtracted. Dr. Watson suggested that question 6 should be reworded. It was also mentioned that question 7 should include the question “why?” so that it is not only a “yes” or “no” answer.</p> <p>Ms. Rhodes mentioned that some questions seemed irrelevant. Administrative plans seem to focus on efficiency in the office. Dr. Clary mentioned that we are looking at efficiency in the office to support academics. Ms. Rhodes stated that it needs to be explained that these are not employee evaluations. Offices like Admissions might need help understanding how they support student learning after the students are admitted. Dr. Watson suggested starting with broad questions and then breaking them down to the individual level.</p> <p>The committee discussed the role of</p>

	<p>alumni affairs in assessment. It was mentioned that career services does more with assessment than alumni affairs. The committee concluded that question 12 should include both career services and alumni affairs. Dr. Holeyfield mentioned that there should be a common editor or committee. Dr. Holeyfield, Dr. Blondin, and Dr. Watson volunteered to be common editors for the assessment guide.</p>
ABSENT ASSESSMENT REPORTS	<p>The committee reviewed the list of the departments that have submitted plans. Dr. Roberts mentioned that the list would be sent to all the departments.</p>
CURRICULUM/COURSE CHANGE FORMS	<p>The subcommittee wants to look at the form in December.</p>
2006 ASSESSMENT INITIATIVES	<p>The committee discussed the possibility of having a December meeting. Ms Rhodes mentioned that she and Dr. Watson will be gone to Conway for a week after Dec. 12th for the Banner training.</p> <p>Dr. Roberts mentioned that the committee needs to review the 4 columns.</p> <p>The committee was informed that during the January committee meeting the plans will be distributed together and ranked. The committee will pick the best assessment plans to highlight as a model for other programs. The FAQ sheet will have to be finished by mid-Spring. Other initiatives will be changes to the website, a workshop, and a monitoring report for the HLC.</p>
OPEN FORUM	<p>Dr. Blondin mentioned that the Ozark campus is bringing down its faculty and staff for an assessment workshop on January 11th from 8:00 a.m. to 4:30 p.m.</p> <p>Dr. Baker mentioned that she would like to work on the FAQ sheet.</p>
ADJOURNMENT	<p>Motion to adjourn meeting. Motion carried Meeting adjourned at 10:32 a.m.</p>