

Arkansas Tech University  
 Assessment Committee Minutes  
 January 26, 2010  
 Mary Anne Salmon SGA Senate Chamber

The Assessment Committee met in the Mary Anne Salmon SGA Senate Chamber on Tuesday, January 26, 2010, at 2:06 pm. Members present were Dr. Willie Hoefler, Dr. Annette Holeyfield, Dr. Jan Jenkins, Dr. Robin Lasey, Dr. Brenda Montgomery, Dr. Carey Roberts, Dr. Jeff Robertson, Ms. Tammy Rhodes, Mr. Bruce Sikes, Ms. Annette Stuckey, Ms. Carol Trusty, Dr. Susan Underwood, and Mr. Wyatt Watson. Members absent were Dr. Daniel Bullock, Dr. Jerry Forbes, Dr. Mary Gunter, Mr. Ron Hutain, Ms. Karen Riddell, Dr. Dave Roach, and Dr. David Underwood. Student representatives Ms. Savanna Knight and Ms. Danielle Jolie were also present.

<b>Call To Order</b>	Dr. Carey Roberts called the meeting to order at 2:06 pm.
<b>Approval of the Minutes</b>	<p>Corrections were made on a typo and changes from “student satisfactory inventory” to “student satisfaction inventory” in third and fourth paragraphs of the Student Services Grant in the December minutes.</p> <p>Dr. Robin Lasey motioned to approve the minutes. Dr. Brenda Montgomery seconded. The motion was passed unanimously.</p>
<b>Old Business</b>	<p><b>ABET Conference Grant</b>          Dr. Daniel Bullock, Dr. Florian Misoc, and Dr. Carlos Castillo proposed a grant requesting \$2,717.12 for an ABET sponsored assessment workshop. This grant requested full funding including travel; this is the first assessment grant to fall under new guidelines requiring travel to be approved by the Vice President for Academic Affairs. This workshop will help educate faculty members with ABET’s strict assessment process. Training from the workshop can be shared among the different departments in Applied Sciences as well as throughout the university.</p> <p>Dr. Robin Lasey moved to fund the \$2717.12 grant for the three faculty members to attend the workshop. Dr. Susan Underwood seconded the motion, and the motion was passed unanimously.</p> <p><b>Student Satisfaction Inventory—Ten Questions</b>          The committee discussed which questions would be kept or modified</p>

	<p>for the Student Satisfaction Inventory out of the ones that Dr. Jerry Forbes provided. The General Education Committee still has some questions reserved regarding Ethics, Arts and Humanities, and Communication. The committee has not finalized all of the questions but discarded any that seemed not to be applicable and either reworded or kept the ones that were appropriate. Dr. Roberts will meet with a few committee members to discuss the final questions to be used.</p> <p><b>Faculty Portfolio Enhancement</b>  The committee talked about having workshops for faculty members who are applying for tenure and/or promotion. Workshops would help faculty by addressing problems routinely found in portfolios. Some committee members proposed that assessment committee members should be at part of the workshop to help educate faculty on how to use assessment data to enhance portfolios. Dr. Roberts, Dr. Robertson, and Dr. Underwood will think of specific suggestions about the faculty handbook.</p> <p><b>Banner Update</b>  The general education data collection tool that Wyatt Watson created has approximately fifteen courses with data so far. This allows professors to see the class roster and the five data criterion in Banner; they are then able to record whether the student 'passed' or 'failed' each learning outcome. So far, about 1,000 responses have been recorded, based on semesters from 2008 and 2009. In order to gain more participation from faculty, it will likely be necessary for the Administration to encourage them to see this as an important tool of assessment. It is not necessary to record something from each section of a course, just the majority. The tool is open all the time, so faculty members are able to input their results throughout the semester. The main goal of this data collection tool is to generate student data that ties together General Education outcomes throughout a student's undergraduate years.</p>
<p><b>Additional Business</b></p>	<p>TracDat workshops for Department Heads will be offered throughout the year. Department Heads will be able to come in, ask questions, and receive immediate feedback.</p> <p>Dr. Roberts reminded the committee that the Annual Assessment Reports are due July 1, 2010.</p> <p>A suggestion was made about giving each school a certain amount of money for assessment, which might encourage schools to do assessment and would require them to plan for their assessment</p>

	<p>funds. Concerns were addressed about accounting for these monies separately from schools' budgets. At this time, it appears preferable that grants continue to be viewed on an individual basis.</p>
<b>Adjournment</b>	<p>Dr. Lasey moved to adjourn. The motion was seconded and passed unanimously. Meeting adjourned at 3:25 pm.</p>

Arkansas Tech University  
 Assessment Committee Minutes  
 February 23, 2010  
 Mary Anne Salmon SGA Senate Chamber

The Assessment Committee met in the Mary Anne Salmon SGA Senate Chamber on Tuesday, February 23, 2010, at 2:00 pm. Members present were Dr. Jerry Forbes, Mr. Ron Hutain, Dr. Brenda Montgomery, Dr. Dave Roach, Dr. Carey Roberts, Dr. Jeff Robertson, Ms. Annette Stuckey, Ms. Carol Trusty, Dr. David Underwood, Dr. Susan Underwood, and Mr. Wyatt Watson. Members absent were Dr. Daniel Bullock, Dr. Mary Gunter, Dr. Willie Hoefler, Dr. Annette Holeyfield, Dr. Jan Jenkins, Ms. Savanna Knight, Dr. Robin Lasey, Mr. Bruce Sikes, Ms. Karen Riddell. Dr. Micheal Tarver was present as a guest. Student representative Ms. Danielle Jolie was also present.

<b>Call To Order</b>	Dr. Carey Roberts called the meeting to order at 2:00 pm.
<b>Approval of the Minutes</b>	Mr. Wyatt Watson moved to approve the minutes. Dr. Brenda Montgomery seconded. The motion was passed unanimously.
<b>Announcements</b>	<p><b>AAACL</b>          The Arkansas Association for the Assessment of Collegiate Learning (AAACL) spring conference will be held on March 18<sup>th</sup> in Little Rock, Arkansas. The keynote speaker will be Dr. Douglas Eder. Registration fees for committee members who wish to attend will be paid through the assessment fund, and group transportation will be provided.</p> <p>There will be another round of Assessment Grant requests to discuss at the March Assessment Committee meeting. The College of Business and the Department of Parks, Recreation, and Hospitality Administration have recently submitted grant proposals.</p> <p>Mr. Wyatt Watson would like to have a presentation discussing tenure and assessment; course change/assessment will also be discussed.</p>
<b>HLC Accreditation Dr. Tarver Dr. Underwood</b>	<p><b>HLC Accreditation</b></p> <p>Dr. Micheal Tarver attended the meeting to discuss Criterion 3— Teaching and Learning for the HLC Self-Study and explain what the committee could do to assist.</p>

	<p>Dr. Tarver informed the committee that there is a revision going on with the timeline right now. The revision will be sent out after it is completed. A quick reminder that the site visitation dates are March 14-16, 2011.</p> <p>Assistance of the committee would be helpful with this specific criterion. Some areas of the write-up are excellent, while other parts have room for improvement. Course and program level assessment are discussed, but college-level assessment is not addressed. Dr. Tarver asked the committee to review the Criterion 3 handout and decide which components are not listed and what we are doing regarding college-level assessment. TracDat can provide some of this information. The Self-Study will help in getting the University in sync, so that program objectives and missions for each Department and College can be listed on our website and in the catalog.</p> <p>Dr. Tarver also asked the committee for assistance in determining whether the criterion is accurate in stating how assessment at the University is working. Policies and procedures have changed over the past two years since this document was first written. If there are better assessment tools than the ones described in this document, please let him know so that they may be updated. It would be useful to insert data that demonstrates how Assessment grants have been used.</p> <p>A campus-wide meeting to finalize the draft will be held on Thursday, May 13. During the summer, data will be entered into the draft.</p> <p>Dr. David Underwood emphasized that there should be a link for each department on the website for assessment/outcomes. In order to help with assessment, mission statements and outcomes must be visible to everyone. Dr. Underwood presented a handout that highlighted each criterion and specified what it has to do with assessment. He encouraged the faculty to look at Dr. Tarver's handout on Criterion 3 send any pertinent material to him so that it can be put into the report. This is a chance for us to improve our institution and an opportunity to determine whether we are carrying out our mission.</p>
<b>Discussion</b>	<p>The committee discussed how we can get people on campus more involved with assessment. One suggestion includes discussing various assessments in our meetings and then providing reviews to the people who are involved. A policy that would suggest faculty and staff being more proactive towards assessment since it is commonly overlooked. Faculty using assessment to enhance their portfolios could help create a more constant assessment climate.</p>

	<p>The committee discussed assessment in relation to curriculum changes, including the possibility of having curriculum changes go through the Assessment Committee first, instead of the Faculty Senate. The committee would be able to determine whether the proposal addresses assessment requirements. If the committee takes this on, then the time frame would mirror Teacher Education, one month later on the proposals. The process is long, and we do not want to discourage revisions, so it may be better to educate faculty on the best ways to include this information on proposals.</p>
<b>Adjournment</b>	<p>Dr. Dave Roach moved to adjourn. The motion was passed unanimously. Meeting adjourned at 3:22 pm.</p>

Arkansas Tech University  
 Assessment Committee Minutes  
 March 30, 2010  
 Mary Anne Salmon SGA Senate Chamber

The Assessment Committee met in the Mary Anne Salmon SGA Senate Chamber on Tuesday, March 30, 2010, at 2:00 pm. Members present were Dr. Jerry Forbes, Dr. Mary Gunter, Dr. Jan Jenkins, Dr. Robin Lasey, Dr. Brenda Montgomery, Ms. Tammy Rhodes, Dr. Carey Roberts, Ms. Annette Stuckey, Ms. Carol Trusty, Dr. Susan Underwood, and Mr. Wyatt Watson. Members absent were Dr. Daniel Bullock, Dr. Willie Hoefler, Dr. Annette Holeyfield, Mr. Ron Hutain, Dr. Dave Roach, Mr. Bruce Sikes, Ms. Karen Riddell, Dr. Jeff Robertson, and Dr. David Underwood. Student representatives Ms. Savanna Knight and Ms. Danielle Jolie were also present.

<b>Call To Order</b>	Dr. Carey Roberts called the meeting to order at 2:00 pm.
<b>Approval of the Minutes</b>	Dr. Susan Underwood motioned to approve the minutes. Annette Stuckey seconded, and the motion was passed unanimously.
<b>Old Business</b>	<p><b>AAACL Conference</b>          Dr. Roberts and Wyatt Watson reported that the AAACL conference was beneficial to all that were able to attend.</p>
<b>New Business</b>	<p><b>English Criterion Project</b>          Over the past three years, the Assessment Committee has been funding the English department's Criterion Project. They have used the results from this project to change courses. This is the last year for their funding. The committee will need to decide to fund the project again.</p> <p><b>Budget</b>          The committee discussed the Assessment Budget. Two grant applications from the Fisheries and Wildlife and Business departments were funded without meeting. The committee decided that the grant application process will stay the same until after the HLC visitation next spring. The committee was reminded that the Assessment account is a roll-over account. This academic year, the committee has probably spent approximately \$22,000 to \$23,000 and there is still about \$18,000 in our account.</p>

### **Portfolio Workshop Grant Request**

Dr. Glen Bishop submitted a grant proposal requesting \$450.00 to help fund a workshop luncheon in Williamson Dining Hall. This luncheon will focus on using assessment to improve and enhance faculty portfolios. Dr. Jenkins moved to approve the grant proposal. Dr. Robin Lasey seconded the motion, the motion passed unanimously. The committee discussed the possibility of having a similar luncheon in the fall for Peer Review committees.

### **ClassClimate**

Wyatt Watson informed the committee about course evaluation software called ClassClimate that integrates both online and paper evaluations in Banner and Blackboard. The software builds course evaluation surveys and imports classes into the software; the software then identifies whether the student is online or in the classroom. The software then will e-mail students until they complete the survey or it is closed. An instructor can define university-, college-, or department-specific questions. It also allows instructors to add questions to every section or to a specific section. After all the questions are set up, the software builds a pdf file that contains a barcode for each page. This software will aid in making course evaluations easily obtainable. It can have questions built in other than course level assessment; general education questions, student services questions, and academic support questions. The software could help capture feedback from more students on and off campus.

The negative is that this is another software and database; however, it does maintain all of its own history. It may also take a few years to get all the functionality in place. When in place, the evaluation process will be faster. The decision to use this software will be Academic Affairs' choice.

Annette Stuckey motioned to recommend the software to Academic Affairs. Dr. Lasey seconded, the motion was passed unanimously.

### **General Education Database**

Mr. Wyatt Watson presented a new database he developed in order to track general education assessment.

Right now there are as many as five questions that faculty can ask any time throughout the semester. Anyone with faculty advisory credentials can enter the data into Banner as "pass" or "fail" for these questions. These questions can be taken from quizzes or exams; for example College Algebra can ask questions based on formulas, Biology can ask questions about scientific methods. This data

	<p>collection could easily access hundreds of scores for students. For each question Dr. Roberts, Dr. Tarver, and Wyatt mapped out which general education goal. For the purpose of being able to run the database, Mr. Watson showed that from the data collected already, he defined 70% as the rate for success. The General Education Committee will be asked to review and decide on what would be considered successful.</p> <p>The report allows faculty to see whether students are meeting thresholds. It looks at results per student, not per score; by gender, ethnicity, high school, on or off campus, in or out of state, Russellville or Ozark campus, program of study, department or college the student is associated with at the time. The report will show whether students who are not meeting thresholds are grouped together. HLC encourages openness with reports, after this takes off it would be publicized more. Currently, data is being entered and will allow people to see what this database is capable of. This would be an incredible assessment tool that can be used campus-wide.</p>
<b>Adjournment</b>	Dr. Robin Lasey moved to adjourn. The motion was passed unanimously. Meeting adjourned at 3:05 pm.

Arkansas Tech University  
 Assessment Committee Minutes  
 September 2, 2010  
 Mary Anne Salmon SGA Senate Chamber

The Assessment Committee met in the Mary Anne Salmon SGA Senate Chamber on Thursday, September 2, 2010, at 3:00 pm. Members present were Dr. Daniel Bullock, Dr. Jerry Forbes, Dr. Mary Gunter, Dr. Annette Holeyfield, Ms. Marilyn Johnson, Ms. Tammy Rhodes, Dr. Carey Roberts, Dr. Dave Roach, Mr. Bruce Sikes, Ms. Annette Stuckey, Dr. Susan Underwood, and Mr. Wyatt Watson. Members absent were, Dr. Willie Hoefler, Dr. Jan Jenkins, Dr. Brenda Montgomery, Mr. Ron Hutain, Dr. Robin Lasey, Ms. Karen Riddell, and Dr. David Underwood. Student Ms. Danielle Jolie was also present.

<p><b>Call To Order</b></p>	<p>Dr. Carey Roberts called the meeting to order at 3:00 pm. He stated that this meeting was mainly just an organizational meeting to discuss things the committee will do this academic year.</p>
<p><b>New Business</b></p>	<p><b>Curriculum/Course Proposal Workshop</b>        Tammy Rhodes informed the committee of the workshop to discuss proposals set for September 8<sup>th</sup> and 9<sup>th</sup> in Rothwell. The workshop was planned to inform faculty and staff what a “cosmetic change” is and show them the different forms for proposals. Also shown will be a demonstration of the course change website and a correct proposal and its assessment piece, as well as a demonstration on how to fill out the form. The assessment portion of the form has been reworded to provide a better explanation of what is needed and to emphasize that a justification exists for changing the curriculum/course. Using assessment as a driving a source to curriculum proposal is vital. This can help alleviate problems that seem to appear in the creation of course change proposals. Seeing how a program on a different campus is doing and comparing that to one at Tech is a valid justification for proposals. The deadline for proposals is October 1, so that is why Ms. Rhodes is providing the workshop.</p> <p><b>Peer Review Workshop</b>        The committee discussed having a workshop on how to use assessment to enhance peer reviews. The goal of the workshop would be to encourage the use of student learning in the process, including what is being done to look at student learning and making changes to improve methods in the classroom. This workshop could take place in November and would include primarily all the</p>

departmental peer review committees but will be open to general faculty, as well.

### **Facebook and Assessment**

There has always been a struggle with alumni and assessment. Surveys that are sent out are rarely filled out by alumni. Having department secretaries create alumni pages for colleges/departments could make it easier to keep in touch with alumni and get information from them. Before doing so, we should check with Jane Jones or Susie Nicholson to make sure that such a proposal would not be a problem for Public Relations. The Alumni staff also administers some of their own surveys, so if that information could be put into Banner and then sent to the Development Office, we could access it for assessment and research.

### **HLC Site Visit**

The HLC site visit is scheduled for March 14-16, 2011. Members of the Assessment Committee, along with several others throughout the campus, will be asked to meet with the site visit team. Taking time to meet with the site visit team is important. Overall, in terms of assessment we are good, though there are some gaps here and there; these will be taken care of between now and the visit.

### **Academic Assessment**

The type of assessment information that Student Services collects must be incorporated into the academic side. We need to close the gap between the two. Dr. Forbes and Dr. Biller will come to a meeting and discuss how information from the Noel-Levitz Student Satisfactory Inventory can be used and shared with the academic side of assessment.

### **Academic Assessment Units**

There are about two hundred academic assessment units that we will all go through as a committee to discuss issues and focus on weaknesses. We need to stress that goals and outcomes must be realistic, especially for non-academic units. Results from realistic goals can show that new positions are needed because of some short-handed offices. HLC may require budgetary requests linked with assessment in the years to come.

### **Additional Business**

We need to hear from people to whom we rewarded grants , so we can see how the grants have helped them. Also, the Criterion Project in the English Department was funded because it is fundamental for general education assessment. Our institution has the highest student-to-employee ratio in the state.

<b>Additional Business</b>	We need to hear from people to whom we rewarded grants , so we can see how the grants have helped them. Also, the Criterion Project in the English Department was funded because it is fundamental for general education assessment. Our institution has the highest student-to-employee ratio in the state.
<b>Adjournment</b>	Dr. Roberts dismissed the committee at 3:45 pm.