

Arkansas Tech University – Ozark Campus Assessment Committee Meeting Minutes August 26, 2004

Members present: Ms. Pat McCreary, Applied Lab Technology, Ms. Debra Wofford, Business Technology, Ms. Kathy Shaffer, Adult and Continuing Education, Mr. Stan Hatcher, Collision Repair Technology, Dr. Jo Blondin, Chief Student Officer and Chair, Dr. David Underwood, Associate Vice President, Academic Affairs and Co-Chair, Assessment Committee, Main Campus, Dr. Eldon Clary, Dean, Graduate Studies and Co-Chair

Absent: Dr. Eva Spurgin, Chief Academic Officer

The meeting began at 3:30 p.m. in the Conference Room.

Dr. Blondin asked the committee to review the minutes. Debbie Wofford made a motion to approve the minutes and Kathy Shaffer seconded the motion. The minutes were approved.

Dr. Blondin introduced Dr. David Underwood, Associate Vice President, Academic Affairs and Co-Chair, Assessment Committee, Main Campus and Dr. Eldon Clary, Dean, Graduate Studies and Co-Chair, as guests.

The Assessment Cycle was discussed and an assignment given to committee members. Each committee member will meet with assigned program areas to choose one outcome from the program outcome list and inventory current means of assessment. This assignment will be due at the next committee meeting (see attached form).

Dr. Blondin explained that the Ozark Campus cycle would be identical to the Assessment planning and reporting cycle on the main campus. Dr. Blondin discussed the following cycle:

- a) Identify 2 Student Learning Outcomes per program for 2004-05 cycles
- b) Inventory and/or research Means of Assessment (primarily direct, multiple ways to measure whether students meet outcome)

EXAMPLE OF DIRECT MEASURES OF STUDENT LEARNING:

NOCTI exam, program exit exam, pre- and post-tests, internships

EXAMPLES OF INDIRECT MEASURES OF STUDENT LEARNING: Employer surveys, advisory board feedback, self-reporting from students about learning

1. Identify criteria for success (How do you know student has met outcome?)
2. Carry out assessments of 2 student learning outcomes using these means
3. Document the results of these assessments
4. Make changes to program according to these results
5. Use results to “close the loop,” or determine professional development activities, budget allocations, curriculum review and changes, etc.

Dr. Underwood suggested that the faculty on the Ozark campus were already conducting assessments of student learning due to the nature of the training they give their students.

Next, Dr. Blondin announced the website and meeting schedule.

The next Assessment Committee meeting will be on Thursday, September 23 at 3:30 p.m. in the Conference Room.

The meeting was adjourned.

ATTACHMENT:

Identifying Means of Assessment

Debbie Wofford—BT, BTMT, CIS

Pat McCreary—ALT, COS

Stan Hatcher—CRT, AST, WLD

Kathy Shaffer—Continuing Ed

Jo Blondin—ELT, EMTP

Eva Spurgin—LPN, ACR

Working with faculty members from the above areas, please ask the following questions and record the faculty members’ responses. We will discuss the responses at the next scheduled Assessment Committee Meeting.

1. Ask the faculty member to choose one outcome from the appropriate program outcome list. Please list the outcome in the space below.

2. How do you as a faculty member know that your students have reached this outcome? By what means do you gauge whether the student has achieved this outcome?