

**Arkansas Tech University – Ozark Campus
Assessment Committee Meeting Minutes
February 28, 2008**

Members present: Patricia McCreary, Ron Hutain, Bruce Sikes, Ester Leonard, and Sherry Brown

Absent: Debbie Wofford

The meeting began at 3:00pm.

Minutes from the January 11, 2008 meeting were read and clarified on one statement to read; Mr. Sikes said, “North Central wants to know ‘if’ we are evaluating or so than ‘how’ we evaluate.

Ron Hutain reported on how we are doing with the new form with those complete or near completion from Applied Lab Technology, Adult Education, Air Conditioning and Refrigeration, Practical Nursing, Business, EMT, Industrial Control Systems, and Cosmetology. Some programs are still intimidated by the process but are working on it.

Mr. Sikes provided the model from the Physical Therapy program. The 2006-07 planning cycle needs to be completed and 2007-08 started soon. In terms of assessment we have not touched some of the non-academic aspects of this campus. Sikes suggested we clean up these forms and make sure that all are on target. Get data and put on a spreadsheet.

Dr. Roberts will be here at 2 p.m. Monday, March 3, 2008, to review forms and show Sikes and Hutain how to use software program to input data. All assessment members are to meet with him in CC Room 101.

October starts a new plan and a new cycle. Identify student learning outcomes each October, research; collect data, and results of student success. Finish out column 3 and 4 then start the next year. In a year will be looking at whether or not assessment is vague or not. All is a learning process. Do checklist in October for assessment feedback from the committee. We may want to modify Russellville form. We need to have data to back up actual results obtained – not for someone to go through but to have on hand. Need to look at each program

and see what they are measuring- or the purpose for the check sheet in other words,

Need to tell faculty on Monday:

- 1) Need to back-up what has been turned in
- 2) Emphasize to have data on file
- 3) Train on software package by Dr. Roberts
- 4) Input will begin soon.

Website – Dirk needs to add assessment; Ron will get with him to update.

Program goals need to be up to date on the website – they were last submitted in 2004-05. We will pull and ask for revisions in April and to have back in by May.

Goals need to be assessed also.

Sikes asked committee to think about a timeline and what to put on it and also need a timeline for nonacademic assessment. Also stated there is an AAACL meeting in April at Lake Point Conference Center with afternoon and evening sessions which we need to be included.

The meeting adjourned 4:05 p.m.