

**Arkansas Tech University – Ozark Campus
Assessment Committee Minutes
September 03, 2009**

Members present: Sherry Brown, Ron Hutain, Ester Leonard, Bruce Sikes, and Debbie Wofford.

Absent: Pat McCreary

The meeting began at 3:00 p.m.

Ron Hutain suggested going back to the four column sheets for committee use on assessment by program. TracDat will continue to be used for electronic upkeep of assessment by program. Nonacademic assessment needs to be reviewed and updated. Surveys are used often in this area to measure successful aspects of student services and etc. Data time may need to be scheduled to help each other through this process. Working together helps all along with their data entry and assessment measures.

Ron Hutain has almost completed writing a program for use with clickers to include:

1. Capability to send email messages
2. Grade students in group settings

A presentation to the faculty will be made when the program is complete.

Assessment committee plan for 2009-2010:

1. Assessment meetings are scheduled for the first Thursday of every month at 4 p.m.
2. Program outcomes listed on website need to be evaluated and changed if necessary; add those that need to be added; change those that need positive and corrected verbiage.
3. Assessment committee goals and plans are to be determined at the next meeting and then communicated clearly.
4. The workgroup agreed on September 1 of each year to be the assessment cycle reporting due date. This change needs to be announced on the website. Those reports will be requested of the faculty in the next few weeks.

The assessment committee members are appointed from the areas of the Ozark Campus including Adult Education, Business, General Education, Health, and Technical Trades. Mr. Sikes wants to keep this committee as is. Terms will be determined in the near future as to one, two, and three year terms.

The meeting adjourned at 3:50 p.m.