Minutes
Meeting of the Faculty Senate ad hoc Assessment Committee
Thursday, September 11, 2003
FDHL 2122
3:30 p.m.

Present: Bicek, Hodge, Cutler, Schipporeit, Van Ingen, Jackowiak, Lomicky, Wozniak, Damon, Barton, Bishop, Powell

Absent: Wadkins, Bohnhoff, Hoehner, Donner

The meeting was called to order by Glen Powell, committee chair.

I. Powell asked the committee members to introduce themselves. He introduced himself and explained the administrative reorganization that had resulted in his becoming committee chair after the resignation of Liz Peck. Paul Bishop is replacing Randy Johnson for the College of Education and Teresa Wadkins is replacing Kevin Byrd for the College of Natural and Social Sciences. The committee is still one member short for the College of Business and Technology.

II. Cutler distributed charts reporting on the status of Departmental Assessment Plans completed and the status of Assessment Reports received. Only four reports had been received by the meeting date even though they were due in August. Cutler asked committee members to report any changes in status. She also asked that the Deans be copied on written communications between the subcommittees and the department chairs about incomplete plans or reports. They want to be aware of what is happening.

III. Cutler and Powell distributed a copy of the letter that was sent to Department Chairs and Program Directors during the summer to suggest what the assessment reports should contain. They also distributed a revision of the Review of the Assessment Report Evaluation Form. It is intended to simplify the review process. Committee members generally favored a simplified form. There was considerable discussion about simplifying the process for reviewing reports and whether what the subcommittee was doing was “approving” the reports. Van Ingen proposed an outline intended to be helpful in organizing and writing the reports. It is important that those writing the reports understand they have several audiences and one of these is the NCA team. Cutler offered to draft an email to department chairs that would suggest Van Ingen’s outline for reports with some minor changes. Cutler will give Assessment Committee members an opportunity to review the email before it is sent. This needs to be done quickly because reports are in the process of being written. Cutler suggested that the new deadline for reports be October 1, 2003.

IV. Powell stated he had been approached by a Program Director who wanted the name of an Assessment Committee member to serve on the Program Review Committee. In the past, chairs and directors approached committee members directly to be on the Academic Program Review teams, as they recruit other members. There was general agreement that
this practice should continue, rather than the Assessment Committee assigning members to the Academic Program Review teams.

V. Powell announced the times that Merilee Bresciani will be on campus on September 22nd to discuss assessment issues. The time set aside for the Assessment Committee is 1:30, but since he recognized that some members might have classes at that time, he encouraged members to attend the 3:00 open session if there were conflicts at 1:30. Committee members were strongly encouraged to attend one of the sessions. (The 3:00 session has subsequently been rescheduled to 4:00 p.m.)

VI. Other agenda items were postponed.

VII. Meeting adjourned at 5:00 p.m.

Respectfully submitted,
Mary Ann Barton, Recording Secretary