Minutes
Meeting of the Faculty Senate ad hoc Assessment Committee
Thursday, December 11, 2003
Academic Affairs Conference Room, FDHL 2122 3:30 p.m.

Present: Cutler, Schipporeit, Van Ingen, Wozniak, Barton, Bishop, Powell, Moore, Bohnhoff, Bicak, Jackowiak, Lomicky

Absent: Damon, Hodge, Wadkins, Hoehner, Donner

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

I. Update on Assessment Plans and Reports and visit with Deans and SVCAA. Powell reported that follow-up emails had been sent to departments who have not submitted reports. The SVCAA has told the Deans they are responsible for getting the remaining reports submitted. Both Powell and Cutler are copying the Deans on any correspondence related to incomplete assessment plans and reports. Powell will work with the Department Chair and Dean of those departments who have not completed the process to get things finished up. The subcommittees will not be responsible for further contact with departments. Powell will follow-up also with subcommittee chairs who may have not turned over subcommittee actions to Cutler.

II. Assessment Website. Cutler demonstrated the Assessment Website. Schipporeit commended Cutler for her work in putting the Assessment Plans and Reports on the website as well as the subcommittees reactions and comments on the Reports. Powell asked Cutler to show the FY Committee Retention Report from 2002 to illustrate other kinds of assessment data that should be collected besides the departmental learning outcomes data. Subcommittees were reminded that they should review any remaining reports that have been submitted and send comments to Cutler to be added to the website.

III. Discussion on Assessment Organizational Discussion. Powell reported he had discussed the organizational plan he presented at the October committee meeting to the Faculty Senate Executive Committee. They were in general agreement with the proposal, but suggested that the responsibilities be assigned to an existing college oversight committee rather than forming a new committee. Powell agreed to put the ideas he presented orally and illustrated on the white board into a brief report to distribute to the Assessment Committee for further discussion at the next meeting. The issue of consistency between the college level assessment committees was raised as a possible concern. Powell suggested that the Assessment Committee and Director would be responsible for establishing best practices and also a reporting schedule for the committees to follow. The role of departmental APR’s was also questioned. Powell suggested that future APR’s would be required to include a section on assessment based on the annual departmental assessment reports, thus acting as an incentive to complete the reports in a timely fashion. Powell asked committee members to consider the future role of the Assessment Committee as we move past the NCA visit. This will be on the agenda at the January meeting.

IV. Future meetings. The schedule for meetings for the next semester was discussed. Meeting dates were set for the second Thursday of the month, except for January. The following dates were determined: January 15, 2004, February 12, 2004, March 11, 2004, and April 8, 2004. Meeting time will remain at 3:30 p.m. unless there are too many conflicts.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,
Mary Ann Barton, Recording Secretary