

Assessment Committee Minutes

August 30, 2002

Present: Virginia Reasor, Jim Ford, Jan Jones-Nolen, Rich Ronan, Leon Lundie

Absent: Burt Tolison, David Newcomb

Topic	Discussion	Action	Referral
Call to Order	Jan called the meeting to order at 10:30 p.m.		
Approval of Minutes	There were no previous minutes to approve.		
Election of Chair	Jan Jones Nolen was nominated for the chair	Motion passed. Jan chair committee	
Standing Dates for Committee Meeting	Next meeting date will be Sept 20th. Dates will be selected in Oct, Nov, Dec. Jan will send dates out to group after the meeting.		
University Assessment Committee Description	The description of the assessment committee was discussed for appropriateness. The committee feels that at this time it correctly states the functions of the committee Further work to develop guidelines and procedures for the assessment committee will be done this year	Motion made and passed to support the current Assessment Committee description	
Goal for the Committee	2002-2003 Goals <ol style="list-style-type: none"> 1. Develop guidelines and procedures for assessment Committee 2. Assist in preparation for NCA visit 3. Continue to provide feedback to department , schools, and support units related to assessment process to insure quality instruction 		
Areas to concentration for 2002-2003	<ol style="list-style-type: none"> 1. Self-Study Process 2. Plans & Report System 3. Assist GE committee in their development 4. Align plan & Syllabus (check syllabus for 		

Topic	Discussion	Action	Referral
	elements of plan) 5. Cont. to review plans for next 3 years then create a cycle of review 6. Feedback on review need to be more specific 7. Integration of student Involvement into Assessment Committee 8. Discuss standardized testing		
Next Meeting Agenda	1. Support unit plans 2. Summary of NCA criteria		
Adjournment	Meeting adjourned at 12:30 p.m.		

Assessment Committee Minutes

September 20, 2002

Present: Virginia Reasor, Jim Ford, Jan Jones Nolen, Rich Ronan, Leon Lundie, Sherril Stone, Martha Jagel

Topic	Discussion	Action	Referral
Call to Order	Jan called the meeting to order at 10:30 p.m.		
Approval of Minutes	Tabled to approve by e-mail		
Clarification of Meeting dates and time	<p>Standing Meeting dates & time:</p> <ul style="list-style-type: none"> • Oct 25, 8:30 HS Conference Room • Nov 22, 8:30 HS Conference Room • Dec 13, 8:30 HS Conference Room 	At this time there is not a plan for evaluation of these plan through this committee.	
Support unit plans	<p>Virginia shared the Student Success and Retention Support Unit Assessment with the group.</p> <p>A question was discussed: "What does the Assessment Committee need to do with the Unit Plans?" No clear answer concluded the discussion.</p> <p>Supportive Units include:</p> <ol style="list-style-type: none"> 1. Bartlesville Campus 2. Pryor Campus 3. Institutional Research 4. Development (Dr. Boyles) 5. Student Success and Retention 6. Maintenance 7. Technology 8. Enrollment Management 9. Library 10. Distance Education 11. Continuing Education 12. Administration <p>Discussion: The amount of input and guidance the committee will be providing to each unit is unknown at this time.</p> <p>A question was discussed: "Why will Bartlesville and Pryor be separate units? Discussion concluded that</p>		

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	these campuses would be evaluation their abilities to support student learning at each site.		
Summary of NCA requirements	Virginia reviewed the NCA requirements that Assessment will be responsible for See Attachment		
Review Schedule for Reports & Plans	Oct 25: Communications & Fine Arts/Health Science Nov 22: Social and Behavioral Science/Business Dec 13: Math and Science/Applied Technology	Chairs from these committees will be invited to the assigned meeting.	Jan will send out memo to each chair.
Review of General Education	The assessment committee supports the charge of the new General Education Committee.	Motion made and passed stating: The general Education committee will retain and be responsible for General Education Assessment action. They will communicate changes and actions taken in their committee via minutes.	
Student Representation on Assessment Committee	Leon will invite Debbie Malloy to join the group as student representative on the Assessment Committee.		Jan will send a formal letter of invitation to Ms. Malloy
Adjournment	Meeting adjourned at 10:00		

Assessment Committee Minutes

October 25, 2002

Present: Jim Ford, Jan Jones Nolen, Rich Ronan, Leon Lundie, Sherril Stone, Martha Jagel

Guests: Dr. Boyd, Debbie Stubblefield

Topic	Discussion	Action	Referral
Call to Order	Jan called the meeting to order at 10:30 p.m.		
Approval of Minutes	9/20/02 minutes	Minutes Approved from 9/20/02	
Support unit plans	<p>The following support unit plans have been received by Institutional Research:</p> <ul style="list-style-type: none">• Academic Computing• Continuing Education• Office of Development• Distance Education• Broadcasting• Enrollment Management• Library• Pryor Campus• Special Programs• Student Activities• Student Success/Retention <p>Support unites that have been received are:</p> <ul style="list-style-type: none">• Maintenance• Institutional Research	<p>At this time there is not a plan for evaluation of these plan through this committee.</p>	

Assessment Committee Minutes

November 22, 2002

Present: Jim Ford, Jan Jones Nolen, Rich Ronan, Leon Lundie, Sherril Stone, Martha Jagel, Dr. Minks, Debbie Stubblefield

Guests: Dr. Barry Knight , Dr. Larry Ashbaugh, Dr. Frank Elwell

Topic	Discussion	Action	Referral
Call to Order	Jan Jones-Nolen called the meeting to order at 830 p.m.		
Approval of Minutes	10/24/02 minutes	Minutes Approved from 10/24/02	
Role of the Assessment Committee	The committee discussed its role in assessing individual courses. The committee felt that individual course assessment plans would be reviewed within the department plan on an annual basis.	Motion made and passed: The Assessment Committee will review program plans and reports in the normal annual cycle. Curriculum has full responsibility for curricular decisions. The assessment committee has no role in the evaluation of modifications and additions to the curriculum.	
General Education	Discussion of plan for the General Education Task Force will be tabled until the next meeting.		

Assessment Committee Minutes

December 13, 2002

Present: Jim Ford, , Jan Jones-Nolen, Rich Ronan, Leon Lundie, Sherril Stone Debbie Stubblefield, Larry Minks, Martha Jagel

Guests: Barry Knight, Abe Marrero

Topic	Discussion	Action	Referral
Call to Order			
Approval of Minutes	Minutes from November 22,2002	Approval of minutes	
Old Business	General Education Task force: Discussion followed related to how this committee should proceed	Phil Sample, president of Faculty Senate, will be contacted to discuss their progress on the General Education Task Force.	
New Business	<p>Selection of Advisory Boards: During the review of the Business Department plan the subject of Advisory Board was discussed. Barry Knight stated some difficulty formulating the composition of an advisory board for the Business areas.</p> <p>Mission of University, School, & Department: Dr. Minks discussed the need for the increased alignment of the University, School & Department Mission statements. The result of this alignment will be to enable these to be placed in the University Bulletin for 2003-2004.</p> <p>IRP: Wanda Baker, Institutional Research, will be starting January 13, 2003.</p>		

Assessment Committee Minutes

February 28, 2003

Present: Jim Ford, , Jan Jones-Nolen, Rich Ronan, Leon Lundie, Sherril Stone Debbie Stubblefield, Larry Minks, Martha Jagel.

Topic	Discussion	Action	Referral
Call to Order			
Approval of Minutes	Minutes from December 13,2002	Approval of minutes	
Old Business	Jim Ford reported on the progress of the General Education Task Force. The committee is coming up with suggestions for managing and evaluating the General Education component of the university.		
New Business	<p>General Education: General Education courses will be evaluated within each category. For example:</p> <ol style="list-style-type: none"> 1. Communications 2. Social and Behavioral Sciences 3. Science and Mathematics 4. Humanities 5. Technology 6. Global Studies 7. College Experience <p>The Assessment Committee Mission Statement, Committee membership, and listing of committee members and chair has been sent to Jan Carroll for posting on the web-site.</p>		
Review of Reports & Plans	Science & Math will be deferred until next meeting the committee representative is not available today.		
Next Meeting Agenda	March 28th, 8:00		
Adjournment	Meeting adjourned		

Assessment Committee Minutes

May 2, 2003

Present: Jim Ford, , Jan Jones-Nolen, Rich Ronan, Leon Lundie, Debbie Stubblefield, Larry Minks, Martha Jagel, Wanda Baker

Approval of Minutes: Minutes from February 28, 2003. Approval of minutes

Old Business

The committee discussed planning to review the General Education Reports and Plans in September. Wanda Baker will be collecting the Plans and Reports for the committee.

The following courses need to complete plans:

- POLS 1113
- ECON 2113
- GEOL 1124
- MATH 1503
- MATH 1513
- MATH1613
- MATH 2264
- NAMS 1143
- HIST 2023
- NAMS 2503
- POLS 3053
- ORIE 1151

The following plans are being revised to reflect the newest General Education Outcomes:

- ENGL 1113
- ENGL1213
- SPCH 1113
- HIST 2483
- HIST 2493
- SOC 1113
- PHIL 1113
- ENGL 2613
- ART (HUM) 1113
- MUSC (HUM) 2573
- HUM 2113
- HUM 2223
- HUM 2893
- SPAN 1113
- PHIL 1313
- HIST 2013
- HEOG 2243
- HUM 3633
- LANG 1113

Department Evaluation of Level of Implementation: We had 14 respondents. Overall the Level of Implementation was felt to be at Level 2 (64%). The committee recommends repeating the evaluation in the spring of 2005.

Jim Ford reported that Faculty Senate has added a 7th person to the 2004 Assessment committee to be responsible for GE Assessment.

New Business

Further meetings will not be needed if Mark Allen can meet to discuss the comments on the plan and reports.

Wanda Baker discussed the possible use of the ACT-CAP in the future. Students with 42 hours would be required to complete the test. Questions presented by the group were:

1. How would the test be implemented?
2. How do you get the students to comply with the test?
3. What would the threshold for the test be?

NCA Visitor: Mary Breslin was here to visit this week to meet with the steering committee. She had several questions to present to the group:

1. What difference has this made?
2. How does assessment fit into program review and budgeting?
3. Are you assessing Distance Learning (vs) traditional learners and how is it done?

She also emphasized that syllabi will be assessed for Learning Outcomes.

Review of Reports & Plans

Science & Math: Plans and Report comments were reviewed. The committee chair will meet with the department head of Math & Science to go over any additional comments.

Adjournment: Meeting adjourned