

Assessment Committee Minutes

September 12, 2003

Present: Jan Jones-Nolen, Rich Ronan, Greg Peterson, Martha Jagel, Wanda Baker

Absent: Ken Hicks

Topic	Discussion	Action	Referral
Approval of Minutes	None		
Old Business	General Education Task Force: The committee has received the report from the GE task force. Recommendations will be to follow from Dr. Boyd. Dr. Boyd, Dr. Minks, and Wanda Baker will take the responsibility for assimilating General Education information for 2003-2004. A university wide review of General Education is scheduled for 2004-2005.		
New Business	<p>Dr. Lundie will need to be replaced due to illness.</p> <p>University Course Evaluations: The committee discussed the possible revision of the university course evaluation questionnaire. It was suggested that a literature review related to course evaluation be set forth. It was also suggested that psychometric evaluation of the course evaluations be performed.</p> <p>Wanda Baker reported that the CAP would be given to Associate Degree and a sampling of rising sophomores this year.</p>	<p>The replacement situation will be referred to the President of Faculty senate- Jim Ford.</p> <p>Greg Peterson agreed to conduct a literature review on course evaluations. An example of the course evaluation will also be sent out to members for feedback.</p>	<p>Jim Ford</p> <p>Greg</p>
Review of Reports & Plans	<p>Committee Planning & Sequencing:</p> <p>Oct 24-School of Math & Science Nov 21 – School of Liberal Arts Feb 6th – School of Business and Technology</p> <p>Each school will be scheduled for one meeting</p>		

Topic	Discussion	Action	Referral
	<p>date. Department heads will be notified and provided with evaluations of their department prior to the meeting. The department heads will attend the meeting to clarify any questions from the evaluation.</p> <p>An executive session will be held by the committee to clarify the evaluation of each department 30 minutes prior to meeting with the department heads. Each department head will be allowed 30 minutes for clarification and questions related to the department evaluation.</p>		
Adjournment	Meeting adjourned		

Assessment Committee Minutes

October 24, 2003

Present: Jan Jones-Nolen, Ken Hicks, Rich Ronan, Greg Peterson, Martha Jagel, Keith Martin, Wanda Baker

Guests: Jim Ford, Paul Hatley

Topic	Discussion	Action	Referral
Approval of Minutes	Minutes approval September 12,2003	Minutes approved	
Old Business	<p>Status of Reports and Plans for all departments: All reports are completed and submitted to Wanda Baker. The plans from all school have not been completed.</p> <p>Review of summary of recommendations from the RSU General Education Task Force. (See Recommendations dated October 10, 2003 from Dr. Richard Boyd, Vice President of Academic Affairs)</p> <p>Wanda Baker and Jan Jones Nolen have obtained consent from Dr. Paul Hatley and Dr. James Ford to be the new General Education members to the Assessment Committee. (See #8 recommendation from GE Task Force.) These members will only provide input on GE Assessment.</p> <p>A model for evaluation of General Education was discussed. Each member of the committee evaluates two-three general education components. Each will evaluate the plan and report for the component, applying overall ratings for that area. Components include Communications, Social and Behavioral Sciences Science; Mathematics, Humanities; Technology and Orientation; and Global studies. The summary of General Education evaluations will be developed by the 2 new General Education members (Hatley/Ford).</p> <p>Wanda Baker and Jan Jones Nolen will collaborate to draft a letter to re-affirm that the educational outcomes will be reflected in the development of the 2004-2005 plans.</p>	<p>Wanda Baker is working closely with Dr. Minks and Dr. Boyd to facilitate acquiring the plans.</p> <p>Motion made and passed to accept the model for evaluation of General Education courses.</p>	
New Business	The committee chair will meet with the new members of the committee to discuss the evaluation process and the		

Topic	Discussion	Action	Referral
	measurement guides that are used for evaluation.		
Review of Reports & Plans	Nov 21st- School of Math & Science Feb 6th – School of Liberal Arts Unknown date- School of Business and Technology Unknown date- General Education		
Adjournment	Meeting adjourned		

Assessment Committee Minutes

November 21, 2003

Present: Jan Jones-Nolen, Ken Hicks, Rich Ronan, Greg Peterson, Martha Jagel, Leon Lundie, Wanda Baker

Guests: Keith Martin, Judy Dyke

Topic	Discussion	Action	Referral
Approval of Minutes	Minutes approval October 24, 2003	Minutes approved deferred	
Old Business			
New Business			
Review of Reports & Plans	<p>School of Mathematics and Science Review: Report</p> <p>Health Science Overall rating 3.7</p> <p>Math Science Overall rating 2.5</p> <p>Plan</p> <p>Health Science Overall rating 3.4</p> <p>Math Science Overall rating 2.6</p> <p>See Assessment Plan & Report Analysis for each department for further analysis and comments.</p> <p>Keith Martin present representing Dr. Laub (Math-Science). Judy Dyke and Jan Jones Nolen present representing Linda Andrews (Health Science).</p>		
Adjournment	Meeting adjourned		

Assessment Committee Minutes

February 6, 2004

Present: Jan Jones-Nolen, Ken Hicks, Rich Ronan, Greg Peterson, Martha Jagel, Leon Lundie, Wanda Baker

Topic	Discussion	Action	Referral
Approval of Minutes	Minutes approval November 21, 2003; Minutes approval October 24, 2003	Minutes approved	
Old Business	<p>Jan and Wanda will be drafting a letter to the Deans and Department heads related to continuing to focus on Outcome concurrence with General Education Plans.</p> <p>Evaluation of General Education will be discussed March 26th. Data from individual reviewer on this committee will need to forward to Wanda by Monday prior to the meeting. Each member will be a list of courses to evaluate. This data will be sent to Jim Ford and Paul Hately so that they may write a summary of the data that is collected.</p>		
New Business			
Review of Reports & Plans	<p>School of Liberal Arts Review:</p> <ul style="list-style-type: none"> • Report • Communication and Fine Arts Overall rating 3.0 • Social and Behavioral Science deferred to the next meeting due to a scheduling conflict • Plan • Communication and Fine Arts Overall rating 2.7 • Social and Behavioral Science deferred to the next meeting due to a scheduling conflict • See Assessment Plan & Report Analysis for each department for further analysis and comments. • Greg Peterson represented Communications and Fine Arts during discussion of the report and plan. 		
Adjournment	Meeting adjourned		

Assessment Committee Minutes

February 27, 2004

Present: Jan Jones-Nolen, Ken Hicks, Rich Ronan, Greg Peterson, Martha Jagel, Leon Lundie, Wanda Baker

Guests: Abe Marrero, Paul Hatley, Johnny Carroll

Approval of Minutes

- Minutes approval February 6, 2004
- Minutes approved

Old Business

Model for Evaluation of General Education: Each committee member will be evaluating 1-2 areas within the general education components (Communications, Social & Behavioral, Science & Math, Humanities, and Global Studies). Wanda will be sending the template via e-mail. All data should be sent back in that format.

Assessment Committee Minutes

April 23, 2004

The RSU Faculty Association held a meeting April 23, 2004, at 1:00 p.m. in the Stratton Taylor Library Coffee Bar. Jim Ford (Faculty Senate/Association Chair) presided.

All full-time faculty at RSU are members of the RSU Faculty Association. The Faculty Senate is the governing body of the Association.

Announcements

Report Date, Fall 2004: Report date for newly-hired faculty is August 9, 2004; for current faculty is August 16, 2004. Classes begin August 19, 2004.

Final Exam Schedule: Note that the final exam schedule for Spring 2004 has changed. The Faculty Senate, at the request of faculty, requested that the schedule be changed to allow more days prior to grade submission. The administration honored the request and changed the schedule to omit Friday finals. Faculty must comply with scheduled final examination dates.

Committee Membership: Committee membership lists were distributed; they will also be distributed by e-mail to all faculty. Faculty in Departments of Health Sciences and Applied Technology were scheduled to rotate for AY 2004-05. (See the committee membership list for rotation schedule.)

Election of Officers

Officers for Faculty Senate were elected. Newly-Elected Officers are:

- Chair: Jim Ford
- Vice Chair: Patrick Seward
- Treasurer: Paul Hatley
- Secretary: Emily Dial-Driver
- Parliamentarian: Phil Sample

Senators: Current Senators are Peter Macpherson (Senator, Applied Technology), Bert Tollison (Senator, Business), Ken Bugajski (Senator, Communications and Fine Arts), Elizabeth von Buchwald (Senator, Health Sciences), Leon Lundie (Senator, Math/Science), and David Newcomb (Senator, Social and Behavioral Science).

Election of New Senators should take place at the first department meeting of the new year. New Senators will serve from Sept. 1, 2004, to Aug. 31, 2005. The Senate Secretary should be notified of the names of the new Senators.

Faculty Issues

Issues discussed included

- safety policies on campus, which are under review
- spam filter, which is to be addressed by Technology Planning Committee

- dean/department head evaluation forms, which were developed by the Faculty Senate and provided to the administration
- “25%” list—Faculty became aware of an existing list, by class section, of the percentage of students who withdrew or failed the class. The administration was concerned over classes in which more than 25% of students withdrew from or failed the class. This became known as the “25% list.” Although faculty had been assured that these figures were not to be used in evaluation of faculty, some faculty had this issue raised during evaluation. The Senate queried this procedure and were assured this was not in accordance with policy. Since this is not in accordance with policy, it should not be repeated. Any instances should be reported to the department Senator. Faculty suggested the withdrawal and failure data should be traced not only by course but by time of the class as well.
- codes for faculty to enter computer cart systems, which may be obtained by application to Computing Services

Issues to be taken up by the Senate will include

- plagiarism and penalties, which might include notation of plagiarism on transcript
- whether final student withdrawal deadline should be earlier in the semester
- withdrawal of student “no shows” after a certain period of time
- not counting “no show” students in the “25% list”
- common codes for entry to computer cart systems for those faculty who teach in various buildings/classrooms, an issue which will be addressed by the Technology Planning Committee
- criteria for faculty awards, which is now in Faculty Development Committee
- welcoming committee for new faculty (Faculty Development Committee has process)
- general education position
- graduation spaces (larger spaces needed in seating for faculty: robes take up space)

Faculty members may raise issues at any time by speaking to their department senator.

NOTE: Dues paying is encouraged but not required. Five dollars would be helpful to the Association.

NEXT MEETING The next scheduled meeting of the Faculty Association will be August 17, 2003, at 12 noon. Special meetings may be called.

SUBMITTED BY Emily Dial-Driver, Secretary

Assessment Committee Minutes

May 3, 2004

Present: Jan Jones-Nolen, Ken Hicks, Rich Ronan, Greg Petersen, Martha Jagel, Leon Lundie, Wanda Baker

Guests: Jim Ford, Paul Hatley

Topic	Discussion	Action	Referral
Approval of Minutes	Minutes approval February 27, 2004;	Minutes approved	
Old Business	<p>Review of General Education Review Model:</p> <p>Limitations</p> <ol style="list-style-type: none"> 1. General Education data not presented in a format that was useful to reviewers 2. Worksheet did not provide needed data 3. Outcomes in General Education assessment plans did not match University General Education Outcomes <p>Plan for Resolution</p> <ol style="list-style-type: none"> 1. Do not use tool 2. Develop new General Education Evaluation Form that will use the outcomes as a basis for evaluation 3. Form will ask for documentation of the General Education outcome 4. Reporting form may need to be changed for 2005-2006 to support the utilization of the new General Education Evaluation Form 5. General Education should have its own Section @ the end of each department's Assessment Report 6. The Section would continue to list courses, applicable outcomes and show documentation of meeting outcomes <p>Other Recommendations related to the process of Assessment</p> <ol style="list-style-type: none"> 1. Report should be completed/submitted by May 19th (1 week after finals) 2. Plan should be completed /submitted by May 31st (upon completion of the faculty contract) 	<p>Motion made and passed to recommend the change date of plan/report submission</p>	Dr. Boyd

Topic	Discussion	Action	Referral
New Business	<p>Wanda Baker reminded the group that in 2004-2005 a full program review would be completed.</p> <p>Jim Ford discussed the GE Task force recommendation that stated the addition of a 7th person to the assessment committee to write one cohesive report related to the evaluation of General Education Outcomes.</p>		
Review of Reports & Plans	<p>General Education Review</p> <p>Jim Ford & Paul Hatley will address each General Education outcome and Summarize how the outcome was met or not met. They plan to complete this work over the summer semester.</p>		Dr Boyd
Adjournment	Meeting adjourned		