

# Assessment Committee Minutes

## September 26, 2005

Present: Bryce Brimer, Pam Fowler, Roy Gardner, Ken Hicks, Sue Katz. Absent: Tom Carment.

Summary: An organizational meeting intended to select officers, establish the committee's primary mission for the coming year, and determine the committee's responsibilities.

Minutes:

Elected a new chair (Sue Katz) by acclamation.

Considered the following agenda items:

- Compile the department chair's memorandums of understanding from the previous academic cycle;
- Consider the status of General Education assessment
- Discussed the question of composite scoring, and whether the committee should move to score each bachelor's and associate's degree individually;
- Began the process of requesting information from the administration concerning the changing nature of the committee's responsibilities in the absence of an ex officio member;
- Considered the issue of mid-year reports, and the advantages & disadvantages of requiring a mid-year report.

Next Meeting: To be determined (Monday afternoons seemed to be the time most of the members were available).

# Assessment Committee Minutes

October 24, 2005

Present: Gardner, Hicks, Katz, Fowler

Absent: Carment, Brimer

Summary: Discussed concerns regarding the Assessment Committee's role in General Education Assessment; set up a timetable for Spring assessment scoring/meeting with chairs.

Minutes:

1. Approved minutes from 9/26/05 meeting
2. Discussed the implications of Dr. Mink's responses to chair's inquiries
  - a. Considered "strong" and "weak" interpretations of the VP's comments regarding the role RSU Assessment was to play in the assessment of General Education courses.
  - b. Resolved to seek some clarification on what is expected from the committee
3. Sue and Pam proposed meeting with chairs focus on the educative aspects of assessment.
4. Timetable and procedures for review
  - a. Work on Health/Science program as a practice model
  - b. Set up meetings with chairs
5. To do for next meeting:
  - a. Identify list of General Education courses for each department
  - b. Look through the spring schedule for meeting time

Next Meeting: 11/07/05

# Assessment Committee Minutes

November 7, 2005

Present: Brimer, Fowler, Gardner, Hicks, Katz

Absent: Varelli (excused)

Summary: Began practice scoring on Health Science program, and began discussion of a schedule for scoring the rest of the assessment plans and reports.

Minutes:

1. The committee began to work on the scoring process as a way of insuring consistency & inculcating new member(s) into the process. The first program was Health Sciences, which has two assessment packages for associate's degrees: Nursing and EMS
2. In scoring the report, committee members noted several challenges to the both plans
  - a. Nursing
    - i. For Question 2, no list was provided, and no explanation for this lacuna was offered in the report. Fowler mentioned that this was caused by faculty attrition
    - ii. The list provided for Question 3 seemed recondite
  - b. EMS
    - i. For Question 4, it appeared that some of the figures were recycled from an earlier report, and did not conform to the numbers from the Question 3 Table
    - ii. For Question 5, there does not appear to be a rationale for the proposed changes, and the summary of findings does not reflect changes.
  - c. The combined scores for the two programs:
    - i. 4
    - ii. 2.5
    - iii. 2.75
    - iv. 3
    - v. 3.13

Next Meeting: Monday, November 14, 2005 @ 1:30

# Assessment Committee Minutes

November 28, 2005

Present: Hicks, Katz, Fowler, Gardner

Absent: Brimer, Varelli

Summary: End of semester meeting; discussed schedule for evaluation of departmental reports and plans for the Spring semester.

Minutes:

1. Reviewed AAS-EMS
  - a. 3
  - b. 4
  - c. 2 (observability and measurability of objectives)
  - d. 1 (weakness or connection between measures and objectives)
  - e. 1 (no correlation between data provided and measures)
  - f. 2 (no description of contributors)
  - g. 4 (still a bit vague)
2. Reviewed Applied Technology
  - a. Preliminary
  - b. Hard to match up measures and data
  - c. good analysis, the numbering could be clearer

Next Meeting: To be determined in the Spring (tentatively Monday, 1/23/06)

# Assessment Committee Minutes

January 24, 2006

Present: Fowler, Gardner, Hicks, Katz

Absent: Varelli (excused – out of town)

Summary: met to distribute the scoring of departmental plans and reports to working groups, who would then present their scoring to the entire committee

Minutes:

1. The committee agreed to break up into working groups in order to more quickly score the departmental reports and plans;
2. The groups
  - a. Ken and Bryce: Mathematics/Science
  - b. Jack and Sue: Applied Technology & Social/Behavioral Science
  - c. Roy and Pam: Communications and Fine Arts

Next Meeting: 2/21/06 from 11:00-12:00 @ HS 139

# Assessment Committee Minutes

February 21, 2006

Present: Brimer, Fowler, Gardner, Hicks, Katz

Absent: Varelli (excused)

Summary: The working groups reported back partial scorings for the degree programs, and members began preliminary discussions for meeting with departments to relate findings.

Minutes:

1. Minutes distributed and approved with minor correction.
2. Members discussed a minor scoring concern for Questions 1 & 2 of the Report. The committee agreed that scoring should reflect an analogue "done" or "not done" requirement (done = 4; not done = 0)
3. Fowler raised the question of General Education. The committee decided that, for now, General Education assessment cannot be incorporated into Report/Plan scores.
4. Fowler also raised a procedural question on the reports: should departments be reporting summaries or results?
5. Chair indicated the need to begin working with the department heads to arrange departmental meetings, which should begin sometime after Spring Break

Next Meeting: 2/28/06

# Assessment Committee Minutes

February 28, 2006

Present: Fowler, Hicks, Katz

Absent: Gardner (sick); Varelli (excused); Brimer (injury)

Summary: Cleanup scoring & look to post-Spring Break for meetings with the departmental chairs

Minutes:

1. Members discussed remaining scoring to be done between them
2. Discussed the summary nature of scoring reports
3. Lacking a quorum, the chair opened discussion for the next meeting, confirmed work that remained to be done, and opened a motion to adjourn

Next Meeting: 3/21/06

# Assessment Committee Minutes

March 21, 2006

Present: Brimer, Fowler, Gardner, Hicks, and Katz

Absent: Varelli (excused)

Agenda Items:

- Final scoring on department plans and reports;
- Protocol for sharing scores with faculty chair;
- Discuss meeting times for departments;

Summary: The committee met and discussed how the program assessment findings should be presented to the departments. It was agreed that the chairs would be notified in advance of the departmental meetings. A memo template would be drafted by the chair, and the subgroups would then write up summary of the scores in memo form.

Minutes:

1. Convened at 11:06
2. Discussed working group scores
3. General discussion of the scoring format
4. Preliminary discussion of scheduling for meetings with chairs & departments

Next Meeting: 3/28/06 @ 11:00 AM



# Assessment Committee Minutes

March 28, 2006

Present: Brimer, Fowler, Gardner, Hicks, Katz

Absent: Varelli (excused)

Agenda:

- Distribute completed memos/scores from the working groups;
- Approve completed work and sign off on a uniform approach to the memos
- Discuss meeting times with the departments

Summary: Continued presentation of working group's scores to the committee, and the beginning of scheduling meetings with the departments.

Minutes:

1. Minutes from 3/21/06 accepted;
2. Bryce indicated that CFA would like to meet 4/12/06 & 1:15 in Baird Hall Room 201
3. Roy indicated that Applied Technology would like to meet 4/19/06
4. It was agreed that the committee members would be responsible for generating any copied material to bring to the meetings;
5. Pam questioned whether we should include all the scores and commentary from the internal scoring done by the committee, and it was agreed that the departments should see everything;
6. The memos for the Business and Math/Science departments were approved with minor corrections.

Next Meeting: 4/4/06 @ 11:00AM