

Assessment and Oversight Committee

Wednesday, October 24, 2007

3:30 PM, Hahn Board Room

Members Present: B. McCue (presiding), V. Benson, L. Dendinger, B. Engebretsen, K. Hill, G. Jensen, J. O'Donnell, S. Sydow,

Members Absent: A. Koyzis, T. Sharer

Meeting convened at 3:35.

Dr. McCue provided committee members with a brief overview of where we are and how the committee will function.

1. **Assessment Academy & Team for Assessment of Student Learning**
This academy is a part of AQIP - Higher Learning Commission program and is a four-year commitment. The team will be attending the academy February 20-22, 2008. It was noted that the HLC tries to match colleges as much as possible.

A handout of the Academy and Team members was shared with the committee. The focus will be on General Education but will include some assessment of other campus entities as well. The Team will have at least six members and WSC could possibly add others. This four-year commitment takes assessment off of the compliance list in the AQIP program and will help bring WSC up to desired standards.

The Academy will serve as an AQIP/Strategic Plan action project and there will be a financial commitment on the part of the institution for completion of the commitment.

A timeline for the Academy was also provided in the handout. Ms. Sydow will place the application online for others to review.

Ms. Sydow also announced the participation in the 2007 Assessment Institute in Indianapolis, Indiana, November 4-6, 2007. She will share the information of both events as they occur.

2. **Assessment Web Page: www.wsc.edu/assessment**
Committee members reviewed the web pages. S. Sydow noted that Schools can resubmit documents as they are updated.

After the brief review, it was suggested that a definitions page would be of value to assessment teams. The possibility of an external reviewer/consultant was also discussed. BST volunteered to be a "guinea pig" if this should become a reality.

It was also noted that the School teams should focus on an assessment plan, not necessarily just objects, goals, and measures. It may also be helpful if more faculty/staff attend the HLC Annual Conference in April.

3. **Assessment Timeline**
The committee reviewed the assessment timeline. Discussion followed. The April 16th deadline may need to be changed in light of the proposed Spring Assessment Retreat April 28th. The retreat will focus on teams anticipating what will be coming in and reviewing what is being done. A review of data instruments may also be targeted.

It was noted that a department may be a year behind with data collection. The April 16th deadline may be changed to October 18th with the spring targeted as a completion date for data analysis.

With this possible change the timeline may need to be revised to reflect a two-year cycle of assessment collection and analysis.

The committee briefly reviewed the forms and their current development (refer to handout). Ms. Sydow anticipates being able to collect examples from other institutions at the two conferences. These will be reviewed and the forms (living documents) revised.

4. Input Needs

Ms. Sydow encouraged the committee members to provide input throughout the year.

A brief discussion on portfolios ensued. This format is being utilized by quite a few departments and creates a data storage problem. Web Focus (report generating interface) may solve that problem; WEAVE may work as well. The Education faculty members are the first to try Web Focus.

Ms. Sydow thanked the committee for the feedback she had received throughout the meeting on the process. There will continue to be opportunities for brainstorming, evaluation of plans, and other suggestions throughout the year.

5. Strategic Planning/Strategic Planning Council

The Strategic Planning Retreat is scheduled for November 1st. There will be some discussion on the General Education program and on communication at WSC at this time. Assessment needs/procedures, for example, are not communicated well and the Council will work on this.

There will be no AQIP Council as it has existed over the past several years. The Strategic Planning Council will monitor the Strategic Plan and the AQIP projects that are a part of the Plan.

6. Meeting Schedule

Members were asked to keep the 4th Wednesday of each month reserved for Assessment and Oversight Committee meetings. However, the Committee will meet only as needed.

7. School Reports

Each school currently has an assessment committee. Dr. McCue noted that this will be optional now after the first retreat.

A brief discussion ensued regarding the First Year Experience memo and assessment. Dr. McCue explained what the assessment plan is for these students.

Dr. McCue asked that, in the future, members share School reports at the committee meetings.

“CAAP” testing is scheduled for second semester. These scores can be correlated to ACT scores.

A short discussion followed on portfolios “for” and portfolios “of”—as they relate to assessment.

Meeting adjourned 4:30 PM.