

**Assessment and Oversight Committee**

Wednesday, December 3, 2007

3:30 PM, Hahn Board Room

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

Members Absent: T. Sharer

Meeting convened at 3:35.

1. Minutes from the October 24<sup>th</sup> meeting were approved as previously distributed.

2. Assessment Web Page

Sue reviewed website updates with committee members. This included

- a. Minutes
- b. The Academy for Assessment  
Members may want to review the application made to this academy.
- c. Assessment Team  
This includes a link to the Higher Learning website
- d. Forms with accompanying timeline

Several links have been added to the resources page. The website also includes a page of term definitions.

Sue also reviewed the various program plans noting areas that are completed. Education and Counseling programs are directly linked to education and counseling website.

3. Phase II/Second Semester

Sue will be going to departmental meetings to visit with faculty regarding assessment goals and objectives. She noted that Phase I has been completed and work will begin on Phase II. This phase will consist of:

- Departmental meetings and a review of the assessment timeline. The checklist will also be reviewed.
- As pages 1 and 2 of the original plans have been completed, the teams will work on page 3. The teams will need only evidence and data. Sue shared a sample of a completed Phase II form.

The deadline for completion of the 4<sup>th</sup> column may be changed to a fall date. Teams will need to have the list of "tools" completed to show (by May 9th) that progress is being made, and how the "tools" are going to be used. Once the plan is complete, the assessment instruments are designed, and each department has indicated how it intends to assess learning, then the actual assessment process can be completed (in the fall, if needed).

4. Outside source for assessment plan evaluation

Funding is available for this type of opportunity. Budgets will be adjusted to enable a reviewer to come to campus. A short discussion followed with the name of Dennis Gash submitted as a potential reviewer to visit to campus and review materials available in the area of business. Other schools may be able to avail themselves of his expertise. There may be a need for a consulting contract.

A sample of an annual update form (IACBE) was shared.

5. 2007 Assessment Institute (Indianapolis, IN)  
Sue reviewed briefly the sessions attendees participated in.
6. Academy for Assessment & Team for Assessment of Student Learning Update  
The dates of this academy do not fit in well with the WSC calendar. Sue is still looking for someone else to attend with her. The January session is a pre-planning one for the February roundtable. Refer to agenda for further details.

Sue will also be attending the Higher Learning Commission meeting in April.

Sue shared a sample of a poster outline and invited members to make any suggestions for changes.

7. General Education Assessment  
A draft of the general education program assessment plan (proposal sent to Academic Policies) was shared with committee members. The general education committee continues to add classes for the education perspective area. Once these are complete, the committee will address assessment. The plan is very general with no specifics.

The committee may need to use the CAAP instrument (every student, every other year?) and the Survey for Student Engagement (NSSE) (currently used every 3 years) for assessment purposes. This is also the instrument that the Board of Trustees would like utilized. Dr. McCue indicated he would like a summary report rather than volumes of data.

8. Strategic Planning/November 1  
Assessment was listed as one of the major areas of emphasis. The general feedback on the retreat is that it was a good meeting.

9. School Reports  
Education (A. Koyzis)  
Dr. Koyzis shared an example of the use of capstone data, indicating that this is missing the general education portion.

Arts and Humanities (J. O'Donnell)  
The accreditation team for the Art program is on campus today. The department is seeking membership in NASAD.

NSS (K. Hill)  
Faculty are glad to have their plans done.

Note: April 28, 2008 will be used for assessment activities. Classes will be canceled. Education will plan another day for their assessment activities.

10. Input  
Common Course Syllabus Template  
A very basic list of things that should be included in a syllabus is being developed.
11. Pending  
CAAP vs. MAPP vs. COMPASS  
A brief discussion followed on the value of each.

Meeting adjourned at 4:30 PM