

Assessment Committee Meeting

October 22, 2007

8:00 AM – 10:00 AM

Smith Hall, Room 263

MUGC, Room 134

Meeting called by: Mary Beth Reynolds

Members Present: Mary Beth Reynolds, Chris Cassidy, Louis Watts, Ed Bingham, Annette Irvin, Susan Imes, Janet Dooley, Michelle Duncan, Cal Meyer, Celene Seymour, Rosalyn Templeton, Dick McCray

Ex-Officio Members Present: Frances Hensley, Elaine Baker, Karen Barker

Guests Present: Stan Maynard

Members Absent: Dan Holbrook, Wayne Elmore, Bill Pierson, David Kluemper, Barry Sharpe, Caroline Perkins

Minutes

Agenda item: Approval of Minutes from September 21

Discussion: Ed Bingham moved to approve minutes as presented. Motion was seconded by Rosalyn Templeton. Minutes were approved as presented.

Agenda item: Discussion of Proposed Outline for Yearly Assessment Reports

Discussion: Mary Beth Reynolds presented a revised version of the *Program Student Learning Outcomes Chart* that is included in the *Yearly Assessment Reports* required of all programs. She indicated that the rationale for revising the column headings is to clarify the information being requested of the programs. She suggested that the chart be inserted into the *Assessment Report Guidelines* underneath letter item B with a space for narrative to follow the chart. This is to emphasize that the information provided in the chart should relate to the narrative.

Discussion centered on ensuring that the programs understand that not every student learning outcome needs to be evaluated every year. The student learning outcomes should be cycled through every 2 to 3 years. In addition, the form needs to emphasize that the information being requested is for program outcomes, not course outcomes as well as indicating which columns need to be completed each year and which are cyclical.

There should be a note that the form will allow for expansion.

Cal Meyer expressed concern that including the category of “learning activities” might be confusing and lead to programs thinking of course student learning outcomes rather than program student learning outcomes. Elaine Baker suggested developing categories/types of learning activities to simplify and unify responses.

Agenda item: Discussion of Proposed Rubric To Be Used by Committee to Evaluate Yearly Assessment Reports (Primary Traits Analysis Form)

Discussion: Several formatting issues were discussed, with general consensus being to reformat in landscape with the four levels of completion running from left to right across the page.

There was some discussion of how many learning outcomes should be required. Chris Cassidy wanted to know whether this criterion could be related to outcomes that are required by accrediting bodies. There was also a suggestion to indicate a minimum number of student learning outcomes that are required to meet level 2 completion rather than a range of numbers.

In Level 3 of the student learning outcomes, consensus was to add a criterion of “outcomes reflect higher order learning”. With regard to determining which criteria are required to meet each level, consensus was that all criteria for a specific level must be met in order to be evaluated on that level. This is to simplify matters for the evaluator as well as to clarify expectations for the programs. It was also decided that the levels with related criteria should be put into a form to be included in the *Yearly Assessment Report* package so that programs will know ahead of time how they are being evaluated.

Susan Imes suggested that programs be given an actual *Primary Traits Analysis* form in the packet and that they be asked to self-rate their assessment reports. Elaine Baker suggested that there be a cover sheet, signed by the report preparer, department Chair and college Dean, submitted with the *Primary Traits Analysis* form prior to the report due date.

Agenda item: Discussion of Proposed Assessment Definitions

Discussion: Mary Beth Reynolds requested suggestions for the list of proposed assessment definitions. This list will allow for uniformity in the semantics of Marshall's assessment process. Frances Hensley suggested adding graduation rates under the section listing items that are not measures of student learning outcomes. Mary Beth Reynolds agreed to revise the form to reflect this change.

Agenda Item: Discussion of Proposed Committee Timelines

Discussion: Mary Beth Reynolds asked whether the committee thought that the proposed timeline was acceptable, particularly with regard to the March 1st deadline for the committee members to complete reviews of the *Yearly Assessment Reports*. The general consensus was that March 1st was acceptable. Frances Hensley mentioned that it would be beneficial for programs to receive their feedback letters/evaluations prior to Assessment Day. Mary Beth Reynolds agreed to see whether that would be possible. Cal Meyer requested that Mary Beth Reynolds attend the January Graduate Council meeting to do an orientation on the *Yearly Assessment Report* process.

Agenda Item: Committee assignments

Discussion: This agenda item was held over for a later meeting.

Agenda Item: Assessment Day

Discussion: Frances Hensley mentioned the need to have representation from each of the colleges as well as the School of Medicine and MCTC on the Assessment Day Committee. Susan Imes informed the committee that Donna Robinson will be the Assessment Day Committee representative from the College of Health Professions. Mary Beth Reynolds suggested that the day be scheduled so that academic programs have faculty meetings for the purpose of developing/refining their program assessment reports during the morning session and student events during the afternoon. During the morning, students will have the opportunity to participate in events for non-academic offices as well as the CLA exam.

Agenda Item: Future Meeting Dates and Topics

Discussion: Proposed meeting times and topics were approved. Mary Beth Reynolds suggested scheduling the next meeting for Smith Hall 263.

Other Business

1. Mary Beth Reynolds informed the committee that Marshall will be participating in the National Survey of Student Engagement (NSSE) this year. Elaine Baker added that her office is trying to get Marshall registered to participate in the faculty component of that survey (FSSE). Mary Beth Reynolds and Elaine Baker requested that the committee representatives let the members of their colleges know that these two events are upcoming.
2. Chris Cassidy provided a follow-up to his request for IRB exemption for activities related to Assessment. He indicated that he has drafted a request to be sent to the IRB for review and requested input from the committee members with regard to that request.

Meeting Adjourned

Respectfully Submitted,

Karen Barker
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Recording Secretary