

January 28, 2008

Assessment Committee Meeting

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, Susan Imes, Janet Dooley, Michelle Duncan, Cal Meyer, Dan Holbrook, Bill Pierson, Barry Sharpe

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

Members Absent: David Kluemper, Caroline Perkins, Ed Bingham, Annette Irvin, Rosalyn Templeton, Dick McCray, Wayne Elmore

Minutes

Agenda item: Approval of Minutes from December 3, 2007

Discussion: Minutes were approved with one correction to Agenda Attachment 5.

Agenda item: Result of Fall Syllabi Evaluations

Discussion: Marybeth went over a summary chart (Agenda Attachment 2) and asked for feedback from the committee on how the evaluations went this semester.

Chris said that he received comments from two faculty members .

- One faculty member reported that an evaluation from a previous year was in his personnel folder, yet he had never received a copy. Marybeth assured the committee that this semester, letters were sent to each faculty member in addition to their chairs and deans.
- One faculty member expressed disagreement with the process as a whole and feels that even if the suggested changes are made, they would not make a substantial difference in learning or benefit the students. Dan Holbrook suggested looking for research that could be used to convince faculty that syllabi are important to student learning. Frances suggested linking to that research from the Assessment website.

Marybeth and Bill commented that syllabi are helpful to students as an historical document, especially when transferring credit to another university. Chris suggested looking into having a computer program that would retain standard information such as name and contact information, and would have fields for instructors to enter other course data such as course objectives, schedules, etc. Frances commented that such a function may be able to integrate information from the faculty database.

Agenda item: National Survey of Student Engagement (NSSE)

Discussion: Marybeth reviewed the promotion plans for the NSSE (Agenda Attachment 3) and asked the committee to request that faculty in their colleges promote the NSSE in their classes.

Agenda item: Collegiate Learning Assessment (CLA)

Discussion: Marybeth reviewed the CLA results from 2005-2006 and 2006-2007. She asked the committee to help with two challenges:

- Encourage student participation
- Encourage students to do their best

During previous CLA administrations students have claimed completion of the exam in as little as 15 minutes, although the test is supposed to take much longer indicating that students are not putting forth their best efforts. This skews the results, so it is important that students understand the need to do their best. Suggestions to increase the likelihood that students will do their best included: recognition on the Marshall main website and in the alumni newsletter.

Agenda Item: Assignments for Program Assessment Reviews

Discussion: Marybeth asked for feedback on the Assessment Definitions (Agenda Attachment 5) which will be posted on the Assessment website for reference. She also requested that reviewers use both the old *and* new Primary Traits Analysis forms (although the old will be used to make the final rating determinations this year). She requested feedback as to whether the new PTA form simplifies the evaluation process.

Elaine expressed a reservation about the Student Learning Outcomes Level 3 requirement that “outcomes reflect higher order learning”. She felt that this may be more appropriately measured in program or course outcomes.

Marybeth also requested that reviewers focus on how data is being used to improve student learning. She also wanted reviewers to respond as to whether the stated benchmarks are appropriate. Examples of inappropriate benchmarks are: successful completion of measures, course grades, and benchmarks that measure multiple outcomes.

Dan commented that there needs to be a place for programs to report qualitative results or data (such as when students independently organize and act in ways that demonstrate internalization of program goals). Elaine suggested adding a page for a narrative report of such activities.

Marybeth passed out the Assessment Report evaluation assignments. There are two reviewers for each report and Marybeth will be the third reviewer for all reports.

Marybeth requested that evaluations be submitted to her no later than March 1st.

Meeting Adjourned

Respectfully Submitted,

Karen Barker

Karen Barker
Recording Secretary