

**University Assessment Committee  
February 25, 2008 Meeting Minutes**

**Present:** Mary Beth Reynolds, Chair; Susan Imes; Rosalyn Templeton; Barry Sharpe; Frances Hensley; Richard McCray; Michelle Duncan; Celene Seymour; Louis Watts; David Kluemper; Janet Dooley; Karen Barker, Recording Secretary

**Agenda Items:**

- Approval of Minutes: Minutes were approved as written
- CLA Update: A sample of 101 was obtained. Mary Beth presented a PowerPoint update. The question was raised as to how the CLA is being used to make the most impact. The current application is to create a baseline for future comparisons. Eventually Mary Beth would like to do sub analysis to identify areas that do particularly well and find out what they are doing differently than other areas.
- NSSE Update: 153 students have completed the NSSE so far. Mary Beth requested that committee members assist with informing students and faculty of the importance of completing the survey. Results for the NSSE will be available in August so that changes can be planned during the fall.
- FSSE Update: 198 faculty will be invited to take the FSSE. The invitations will go out during March, with a final reminder during April.
- Program Assessment: The challenge is to make the reports more manageable for the departments. Mary Beth would like to request they be due by March 3<sup>rd</sup>. Mary Beth recapped the forms that are on the Assessment department website and went over the review assignments.
- Assessment Day Update: Plans are proceeding as scheduled. Buddy's will provide the sandwiches. Computer labs have been reserved to assist with the additional electronic surveys that are being planned.
- Syllabus Review Assignments: There will be 5 syllabi assigned to each Assessment Committee member. The reviews will be due in Mid-April.
- WV Higher Education Assessment Council: Mary Beth is the chair of this committee. There has been one meeting so far. Mary Beth will be doing a presentation for the HEPC in March.
- GenEd Update: Mary Beth met with the directors / chairs of all component areas. October 1<sup>st</sup> was agreed upon as the new deadline for submission of GenEd assessment reports.
- Future Meetings: The March 24<sup>th</sup> meeting was cancelled due to Spring Break and a new University Holiday. Mary Beth said that she would distribute the syllabus review assignments and syllabi requirements during March.

Respectfully Submitted,  
Karen Barker, Recording Secretary