

April 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, Dick McCray, Rosalyn Templeton,

Ex-Officio Members Present: Frances Hensley, Elaine Baker, Karen Barker (Recording Secretary)

Members Absent: David Kluemper, Caroline Perkins, Ed Bingham, Annette Irvin, Barry Sharpe, Wayne Elmore, Celene Seymour

Minutes

Agenda item: Approval of Minutes from February 25, 2008

Discussion: Minutes were approved with the addition of Dan Holbrook and Bill Pierson as members present.

Agenda item: Assessment Report for 2007-2008

Discussion: Mary Beth presented a PowerPoint presentation summarizing the work of the Assessment Committee and the Office of Assessment and Program Review. The presentation was divided into two major sections: *Assessment Results for 2007-2008* and *Future Plans and Challenges*.

Program Assessment:

Mary Beth requested feedback on the proposed program assessment rubric. The feedback indicated that there are some problems with the new form. Mary Beth stated that she would be revising the document over the summer and asked for volunteers to remain in email contact to provide feedback on those revisions. Cal Meyer and Dick McCray volunteered.

Dan Holbrook asked about the value of the workshops that Mary Beth has held for Chairs to work on their program assessment plans. Frances Hensley relayed information she received from one chair who commented that he found the one-on-one sessions with Mary Beth to very helpful. This chair also pointed out the need for consistency between assessment ratings for various departments because the annual ratings are required for five-year program reviews and the BOG takes the ratings into consideration when determining the final program recommendation.

Bill Pierson suggested that when new programs are proposed, they be required to submit an Assessment Plan.

Susan Imes recommended having a work session for program assessment, so that reviewers could work together on that task.

Program Review:

The new guidelines for Resource Development requests were discussed. Rosalyn Templeton brought up the fine line between an "already strong" program that could expand with resource development and a program that is struggling due to a lack of resources, but would be stronger with an increase. Elaine Baker pointed out that North Central wants resource development to go to the weaker programs in order to bring them up the level of other strong programs.

NSSE & FSSE:

Elaine Baker suggested bringing in someone from Indiana University to explain the best way to utilize the NSSE & FSSE data.

Future Plans and Challenges:

Changes to required elements on syllabi – Mary Beth relayed a request from the Provost that policy statements regarding inclement weather and academic dishonesty be required elements for all syllabi rather than just suggested elements. She also said that Dr. Len Deutsch had requested that a statement regarding accommodations for students with disabilities be required. The discussion centered on

whether changes to syllabi requirements should have to go through the BOG approval process or whether that policy should be housed in Academic Affairs for expediency. No consensus was reached, although it was agreed that in this case, it would be faster to leave the policy with the BOG and seek approval for these changes. The committee approved the addition of an academic dishonesty policy requirement. Addition of policy regarding accommodations for students with disabilities was also approved, and Mary Beth agreed to draft wording for both of these. The committee decided to leave the inclement weather policy as suggested rather than required. Susan Imes requested that the university social justice policy be required as well; however, this request was deferred due to not having the policy on hand.

Dan Holbrook expressed a concern that many faculty are unaware of their rights and responsibilities concerning reasonable accommodations for students with disabilities. A suggestion was made to have a speaker address the faculty to clarify this matter.

Mary Beth asked whether it would be desirable to have a syllabus template on the Assessment website. The committee felt that this would be a good option for those who would like to use it; however, it should not be required that all faculty use the same format.

Changes to program review schedule - Cal Meyer recommended altering the program review schedule to equalize the numbers of programs up for review each year. Frances explained that the original schedule was designed so that similar programs were reviewed together to provide an overall picture of the colleges. Mary Beth is taking this matter under consideration for future discussion.

Mission Statement - Mary Beth, Dan Holbrook and Dick McCray will comprise a subcommittee to develop a mission statement and goals for the Assessment Office.

Meeting Adjourned

Respectfully Submitted,

Karen Barker

Karen Barker
Recording Secretary