

# Assessment Committee Meeting

January 22, 2009

3:30 PM – 5:00 PM

Drinko 349, ACC211

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**Meeting called by:** Mary Beth Reynolds

**Members Present:** Loukia Dixon, Janet Dooley, Janet Dozier, Michelle Duncan, Pat Gebhart, Dan Holbrook, Matt James, Rex McClure, Cal Meyer, David Pittenger, Marybeth Reynolds, Judy Silver, Louis Watts, Bill Pierson, Jeff Pappas

**Ex-Officio Members Present:** Frances Hensley, Sherri Smith, Karen Barker (Recording Secretary)

**Members Absent:** Ed Bingham

## *Minutes*

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**Agenda item:** Approval of Minutes from November 7, 2008

**Discussion:** Minutes were approved as submitted.

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**Agenda item:** CLA and NSSE Updates

**Discussion:** CLA:

- The CLA will be administered during the last two weeks of February.
- Invitations targeting eligible seniors will be sent out.
- Mary Beth requested that committee members spread the word to their constituents to encourage students to participate if invited.
- The Office of Assessment will recognize the top 10 scorers again this year and will also recognize colleges whose students scored in the top percentiles.

NSSE:

- The pocket guide for Marshall's 2008 NSSE results is posted on the Assessment website and was also published in the USA Today (<http://www.marshall.edu/assessment/surveydata.htm>).
- Results were reported to the Voluntary System of Accountability which is located on the Academic Affairs website (<http://www.marshall.edu/academic-affairs/vsa.pdf>).
- Electronic invitations will be sent out on February 11, 19, 27; March 17; April 8
- Drawings for prizes valued at \$50 each will be held after each invitation date.

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**Agenda item:** Program Assessment Report Review Discussion and Assignments

**Discussion:** Mary Beth submitted a Primary Traits Analysis, which was revised based on discussions from the previous meeting, and requested feedback on that form. David explained the wording choice of "complementary" as an attempt to stress that programs' assessment measures should be rated based on whether they work together to ensure that program student learning outcomes are being met (rather than just duplicating each other).

Mary Beth presented a review of the Assessment Report format and procedures. She reiterated that the purpose of the review is to provide supportive feedback to programs based on their current level of assessment, with a goal of continuous improvement.

Assessment Report review assignments were handed out.

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**Agenda item:** Assessment Day Discussion

**Discussion:**

- Assessment Day will be held on April 8, 2009
- The first meeting of the Assessment Day Steering Committee is scheduled for January 29<sup>th</sup>.
- The schedule for the day will be similar to last year; with programs (and/or colleges) using the AM hours to work on their assessment reports and the PM hours devoted to interactions with students. Mary Beth stressed the need for all students, and not just seniors, to be involved in these discussions/activities.
- Electronic surveys will be available from March 30 – April 10 this year, to provide a greater response time for students.

- Loukia shared Communication Disorders' experiences with students during previous Assessment Days and suggestions for activities were discussed.

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**Agenda item: Program Review Procedures' Updates**

**Discussion:** Mary Beth reviewed suggested changes to the Program Review timelines.

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**Agenda item: Feedback Loop Discussion**

**Discussion:** Sherri summarized findings from the Feedback Loop subcommittee and discussed initiatives that are ongoing, such as the two-day teaching conference coming up in the fall and the DaVinci Faculty Development Initiative.

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**Agenda item: Survey Dissemination Discussion**

**Discussion:**

- The graduation survey is ready to go online.
- A big thank you to Pat Gebhart, without whom the transition from paper to electronic surveys would not have been possible!

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**Agenda item: Syllabus Review Report and Discussion**

**Discussion:** Mary Beth presented a summary of the Syllabus Review process:

- 113 syllabi were posted (31 were not posted)
- Of the 113 – 70 met BOG specs, while 43 did not
- Review results were sent to faculty, their Deans and their Chairs
- This year's review results were slightly better than last year.

A discussion followed regarding who is best qualified to evaluate whether the syllabus reflects all of the elements necessary to support effective teaching and learning in the instructor's discipline. The consensus was that the departments are the best place to situate such a discussion/review. However, the committee and the Assessment Office must provide documentation that assessment of student learning is occurring at the course level (as well as at the program and university levels), as is required by the Higher Learning Commission. Mary Beth suggested having sessions with departments to explore the possibility of moving toward departmental review of syllabi, with results being reported to the Assessment Office. Fran suggested adding a category for departmental review of syllabi on the Annual Assessment Report. Bill suggested including either the dean or chair of the applicable college or department as a reviewer. Mary Beth concluded the discussion by asking members to think about the ideas discussed so that we can put a plan in place by fall of 2009.

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**Agenda item: Multicultural / International Committee Reconfiguration Update**

**Discussion:** This agenda item was not reached before the end of allotted time.

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**Agenda item: Additional Business**

**Discussion:** No additional business was brought forth.

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**Agenda item: Future Meetings**

**Discussion:**

- February 27, 12:00 – 2:00 (John Spotts Room: Lunch provided from the John Marshall Dining Room)
- April (TBA)

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***Meeting Adjourned***

Respectfully Submitted,

*Karen Barker*

Karen Barker

Recording Secretary