

Assessment Committee Meeting  
December 2, 2011  
12:00 PM – 2:00 PM  
Shawkey Dining Room

**Members Present:**

Maribea Barnes, Loukia Dixon, Janet Dooley, Janet Dozier, Wayne Elmore, Andrew Gooding, Nicki LoCascio, Rex McClure, Caroline Perkins, David Pittenger, Mary Beth Reynolds, Celene Seymour

**Ex-Officio Members Present:**

Chris Green, Jenny Lauhon, Doug Nichols, Larry Sheret

**Members Absent:**

Ray Harrell, Bill Pierson, Sherri Stepp, Louis Watts

**Ex-Officio Members Absent:**

Frances Hensley, Eryn Roles, Sherri Smith

Agenda Items

**1. The meeting began with lunch and an introduction of committee members.**

**2. Approval of the minutes for the September 30, 2011 meeting**

Minutes were approved as submitted.

**3. 2011 Graduation Survey Response Rate**

Mary Beth distributed a preliminary report on the response rates of the 2011 Graduation Survey. She asked committee members to remind their graduating seniors they will receive an email invitation from their College dean inviting them to complete the online survey. She told college representatives that she would send them copies of the survey, which includes college-specific questions and, in some cases, program-specific questions. She asked each representative to look over the college/program-specific questions and determine if additions/changes/deletions are needed.

**4. Annual Assessment Report Review**

Mary Beth will assign five (+?) undergraduate assessment reports to each committee member for review in January. Each assessment report will have two independent reviewers, with Mary Beth as a third reviewer. Mary Beth asked committee members to use the annual assessment report scoring rubric to rate each review and to add comments as appropriate. She asked that all reviews be completed by March 15 (and sent to her electronically) so that she can provide feedback to each program by Assessment Day (April 4). She noted that some changes may need to be made to the rubric used to evaluate assessment reports. The committee will discuss this further in the spring.

There has been some confusion in the past between the Five-Year Program Review Reports and the Annual Assessment Reports. A copy of the format/guidelines for Annual Assessment Reports was provided to the committee for reference purposes. However, Mary Beth noted that, although all required items should be present in each assessment report, some reports will include additional items. She distributed a copy of the format used by the Graduate School of Education and Professional Development, which includes information important for their NCATE accreditation.

There was a discussion of the meaning of benchmarks. Larry Sheret shared that this term is defined differently in different contexts. At Marshall, we have used the term to define the standards we expect students to achieve, recognizing that benchmarks/standards can (and should) be continuously evaluated for appropriateness.

#### **5. General Education Work Group Update and Discussion**

Chris Green provided information on the University's General Education Core Domain/Outcome/Rubric project. He, Sherri Smith, and Mary Beth Reynolds invited individuals representing the General Education Council, First-Year Seminar/CT Instructors, and members of the University Assessment Committee to form three-person workgroups, one workgroup per Core Domain. Each group has been charged with determining whether or not the current domain name is appropriate and recommending possible changes, with writing one (but no more than two) learning outcome for the domain, and with revising the existing scoring rubric. Rubrics will be modeled on examples from the American Association of Colleges and Universities' (AAC&U) Value Rubrics. However, workgroups were asked to use terminology from Bloom's Taxonomy and the Lumina Foundation's Degree Profile in constructing these rubrics. Groups will present finished products for more discussion by the end of January 2012. Larry Sheret discussed the process his workgroup had used in determining the most appropriate language to use for levels of proficiency.

#### **6. Master Syllabus Project Update and Discussion**

Marshall's provost, Dr. Gayle Ormiston, assembled a Task Force charged with developing a Master Syllabus to support the Lumina Foundation's Degree Profile Project. This group first developed a proposed syllabus template and then invited two faculty members from each college to participate in a workshop where they took one of their current syllabi and transposed it to the proposed template. Each individual submitted his or her syllabus on the new template and provided the Task Force with comments regarding the process and the template. The Task Force will make changes to the template based on participant feedback. A revised syllabus policy will be submitted to appropriate university committees, including the Faculty Senate and the Board of Governors, for approval during the spring of 2012.

Mary Beth distributed a preliminary syllabus policy update. Andrew Gooding suggested removing "seminar" as a type of course exempt from the policy.

#### **7. Lumina Foundation Project Update and Discussion**

Mary Beth provided committee members with a general idea of the timeline for the project (beginning in January). She asked that everyone make sure a copy is distributed to their departments.

**8. Assessment Day Discussion**

Assessment Day activities this year will involve the Lumina Project. Everyone was asked to think about a question for the student focus groups.

Meeting was adjourned at 2:00.

Respectfully Submitted,

*Jenny Lauhon*

Jenny Lauhon, Recording Secretary