

**From:** Wakefield, Dr. Gay

**Sent:** Thursday, October 18, 2007 12:02 PM

**To:** Murray, Dr. Karen R.; Evans, Dr. Elaine; Martinez, Dr. Denise; McCamey, Mr. Randy; Sankar, Dr. Sundarrajan; 'Sue Cullers'; Becker, Dr. Melissa; El-Saidi, Dr. Mohammed; Whitley, Dr. Janet; CREWS, DR. STEPHEN E.; Hendrickson, Dr. Pati; 'landerson@tarleton.edu'; Dennis, Dr. Jane; Drueckhammer, Dr. David

**Subject:** Assessment Committee Minutes & Schedule

Hello, Comrades in Assessment!

As a point of clarification concerning who's doing what during this transition semester, Karen Murray will wrap up the old process (assessment on paper) and Gay Wakefield will take over with the new process (assessment online).

Tuesday's meeting included:

1. Reminder that all Institutional Effectiveness/Assessment Reports for 06-07 are due to college deans no later than October 26. (Refer to Murray memo of 9/27 titled "Call for IE 60-07 reports for Academic Division.)
2. Committee members all need to be able to use WEAVE before our November 16 plan review session, but some are unable to attend training on dates announced. So additional WEAVE training dates were requested Tuesday and announced Wednesday. Please let Abi Freeman know which session(s) you plan to attend. The following training sessions are available and will be held in the Tarleton Center, CITDE Room 137:

October 18 from 3:30 – 4:30 (Dennis)

October 19 from 11:00 – 12:00 (Cullers, Wakefield, Becker, Martinez)

October 19 from 12:00 – 1:00

October 22 from 3:00 - 4:00 (Whitley, Dennis, Cullers, Eichenberg)

October 30 from 1:30 – 2:30 (Dennis, Crews, Ray)

November 2 from 12:00 – 1:00

November 7 from 12:00 – 1:00

3. Reminder that technology literacy outcome must be included for each undergraduate program; discussion followed RE potential ways to assess student learning outcomes for skills taught outside the department (such as portfolio items, requirements in capstone courses that utilize those skills, etc.).
4. Request for suggestions RE ways to improve TSU's assessment Website <<http://www.tarleton.edu/~academicassessment>>. Please provide Gay Wakefield [gwakefield@tarleton.edu](mailto:gwakefield@tarleton.edu) thoughts about what you would like to see included, where links to the site should be placed within TSU's Website, etc. Gay is going to take DreamWeaver training so that she can begin working on the Website.
5. This fall's assessment audit dates follow:
  - Friday, Nov. 16, 1:30 PM, Autry Building (Ag) Room 302 (Gay Wakefield presiding), and
  - Friday, Dec.. 7, 1:30 PM, Autry Building (Ag) Room 302 (Karen Murray presiding).

Both sessions will be conducted on WEAVE, so will be held in the Ag computer lab (see item 2. above for WEAVE training dates). The 11/16 session will focus on creation of a rubric for use in evaluating programs' outcome objectives, and finalize the review process.

Following that session, committee members will complete rubrics for program objectives and reconvene on 12/7 to discuss their conclusions.

Respectfully submitted,

*~ Gay Wakefield*