

Assessment Committee

Minutes

Sept. 12, 2008

12:00 noon

Administration Conference Room 208

Committee follow-up actions are highlighted in yellow.

Attending:

Bob Newby (COED)	Denise Martinez (COST)	Nancy Boykin (COB)
Carol Thompson (COST)	Jane Dennis (non-academic units)	Russell Pfau (TSU-wide)
David Crockett (COB)	Jason LaTouche (COLFA)	Teresa Davidian (COLFA)
David Drueckhammer (COAHS)	Melissa Becker (academic units)	Gay Wakefield (chair)

1. Committee membership

Members: Returning with a year or more of experience
Teresa Davidian—Department-Head Representative for COLFA
Denise Martinez—College Assessment Coordinator for COST
David Drueckhammer—Department-Head Representative for COAHS
Gay Wakefield—Director of Academic Assessment (Office of Academic Affairs) & Committee Chair
Karen Murray— Associate Vice President for Assessment, Curriculum and Outreach (Office of Academic Affairs), & Ad Hoc Committee Member and Committee Consultant

Joined us last spring

Nancy Boykin—College Assessment Coordinator for COB
Jason LaTouche—College Assessment Coordinator for COLFA

Joined us in the summer

Carol Thompson— ~~Department-Head Representative College Assessment Coordinator~~ for COST
Karol Blaylock—College Assessment Coordinator for COAHS

Joined us this fall

Bob Newby—College Assessment Coordinator for COED
Betty Jo Monk—Department-Head Representative for COED
David Crockett—Department-Head Representative for COBAED
Russell Pfau—University-wide Coordinator
Kayla Peak-- University-wide Coordinator

Still to be named

Killeen Campus Representative
An additional University-wide Coordinator

Department-Head Representatives' committee responsibilities include:

Serve as liaison with dean and other department chairs within the college
Assure dean and department chairs within the college are kept up to date on assessment activities, procedure, and schedules

Review all plans for departmental/administrative objectives and measures within the college
Review all plans for departmental/administrative objectives and measures within one other college, as assigned

College Assessment Coordinators' committee responsibilities include:

Serve as assessment resource person for the college
Provide assessment training and support within the college
Review all plans for academic objectives and measures within the college
Review all plans for academic objectives and measures within one other college, as assigned

Academic-related Unit Coordinator's committee responsibilities include:

Serve as liaison with academic units outside the University's academic colleges
Serve as assessment resource person for academic units outside the University's academic colleges
Assure academic units outside the University's academic colleges are kept up to date on assessment activities, procedure, and schedules
Provide assessment training and support for academic units outside the University's academic colleges
Review all plans for academic and departmental/administrative objectives and measures for academic units outside the University's academic colleges

Non-academic-related Unit Coordinator's committee responsibilities include:

Serve as liaison with non-academic units of the University
Serve as assessment resource person for non-academic units of the University
Assure non-academic units of the University are kept up to date on assessment activities, procedure, and schedules
Provide assessment training and support for non-academic units of the University
Review all plans for academic and departmental/administrative objectives and measures for non-academic units of the University

University-wide Coordinators' committee responsibilities include:

Serve as assessment resource person for the university at large
Provide assessment training and support, as needed and/or requested
Review plans for academic and/or departmental/administrative objectives and measures, as assigned
Assist other members of Academic Assessment Committee, as needed/assigned

Newer members, please feel free to request mentorship from more experienced members. Orientation for new members will be this week, for any committee members wishing to attend.

The drafted "Committee Membership" listing handed out at the meeting now includes contact information for each member, as well as listings of responsibilities for each position type. **Please check for accuracy of your contact information on the attached handout revision** (see revised handout **attached** to the e-mail message with which these minutes were distributed). Any corrections/questions should be directed to Gay Wakefield.

Members were reminded to make sure the TAMU assessment conference is on their calendars—let Gay Wakefield know ASAP if it will be impossible for you to attend, since a replacement from your college will need to be registered for the conference in your place.

All committee members should feel free to contact Gay Wakefield at any time, including evenings and weekends, if they need assistance with assessment (Gay’s full contact information is included in the “Committee Membership” handout **attached** to the e-mail message with which these minutes were distributed).

Committee meets at 12 noon in Admin 208 on each of these dates this fall: Friday, Sept. 12
Friday, Oct. 10
Friday, Nov. 7
Friday, Dec. 5

2. Summer update/follow-up

Deans approved the revisions our committee offered last spring for the assessment time line, and the Academic Council is scheduled to distribute the document at their next meeting. **PLEASE DO NOT** distribute the finalized assessment time line before the Academic Council does so! But after it is distributed by Academic Council, please make sure everyone in the area(s) you represent has the schedule and knows which columns apply to their assessment activities—and ask them to transfer those due dates to their work calendars. In the meantime, committee members will share appropriate deadlines as they approach. Also, we all need to be sure to transfer due dates for all of our Committee responsibilities, as well as represented area(s), on our calendars with reminders designated to help us remember ahead of time.

Gay Wakefield led a deans’ workshop in July RE review of academic colleges’ ACTION PLAN and ANALYSIS sections in WEAVEonline. In addition to learning how to navigate WEAVEonline for this purpose, the deans developed ACTION PLAN and ANALYSIS review rubrics (**attached** to the e-mail message with which these minutes were distributed).

Assessment for Core Curriculum objectives was completed for the first time this summer; results are available in WEAVEonline. Some Department-Head Representatives on our committee were surprised to learn that the assessment forms the Core Committee asked them to complete last year would be used for our SACS review, stating that no one ever impressed on them that those forms had implications at the state and/or national levels—hence they had not taken the forms very seriously and didn’t report as fully or carefully as they now wish they had. They requested that the Core Committee make sure all department chairs involved in the Core Curriculum be informed of the import of assessment forms for Core classes right away, so they might take them more seriously in the future.

New Writing-Intensive Program is scheduled to develop student-learning outcomes next Friday (9/19).

3. WEAVEonline migration

WEAVE 4.0 orientation is planned at our next meeting, assuming the migration is complete at that time.

With the new version of WEAVEonline, all faculty and staff will have access to read any assessment program in the university (as approved by the deans during the summer). A universal user name and password will be distributed throughout the university for this purpose. Until that access method has been tried and proves to work problem-free with multiple simultaneous users, our committee members also will retain individual read privileges.

4. 2008-09 OBJECTIVE/MEASURE changes per deans’ feedback to program heads

Deans' meetings providing program feedback RE ACTION PLAN and ANALYSIS entries in WEAVEonline should have been completed by 8/15 and department chairs/program heads should have copies of their feedback; if not, they should request them from their deans immediately.

Committee members need to offer immediate support/guidance to program heads RE 2008-09 OUTCOME/OBJECTIVE & MEASURE revisions (including changes based on feedback from deans). We know that some deans did not meet their 8/15 due date for providing feedback for revisions, but there is no "wobble room" for when our committee reviews 2008-09 OUTCOMES/OBJECTIVES and MEASURES. The assessment time line is very tight in this final year before SACS review and we must stay on schedule in order to be ready for the review. So Department-Head Representatives need to immediately notify their college colleagues and deans that any revisions for 2008-09 OUTCOMES/OBJECTIVES and MEASURES to be reviewed by the Academic Assessment Committee must be entered by noon on Wednesday (9/18). Committee members will print out copies of all 2008-09 OUTCOMES/OBJECTIVES and MEASURES in their representation areas after noon on Wednesday, so that they will be able to conduct their reviews after WEAVE goes down for migration.

By Tuesday, 9/30, our committee will complete its reviews of 2008-09 OUTCOMES/OBJECTIVES and MEASURES using the 2008-09 Excel rubric forms, which include minor updates/changes made at the meeting (see revised rubrics **attached** to the e-mail message with which these minutes were distributed). When reviews are complete, committee members' summary reports for each **program-department** (based on cover-sheet info for each program) will be written in Microsoft Word and sent via e-mail attachment to Gay Wakefield no later than Wednesday, 10/1 (gwakefield@tarleton.edu). Gay will use those summaries to draft the committee's report to Academic Affairs. She will provide the draft to the Academic Assessment Committee for review at the committee's 10/10 meeting. After completing any revisions recommended by the committee at that meeting, Gay will submit the report to Academic Affairs by the assessment time-line due date of 10/15.

Department-Head Representatives and College Assessment Coordinators are meeting in tandem with their deans in the next two weeks to identify assessment training needs for their college faculties, and also to identify good examples within their colleges in order to compile a list of Tarleton best-practices examples. If desired, Gay Wakefield will attend those meetings.

Committee was reminded to make all involved aware that it is absolutely essential that we meet all due dates this year—SACS pre-visit reviews start next month, plus spring/summer deadlines have to be even earlier than normal this year due to SACS formal review beginning 9/1/2009.

Members should refer to the "Assessment Guidelines" document for major best-practices points relevant to review of OUTCOMES/OBJECTIVES and MEASURES (see document **attached** to the e-mail message with which these minutes were distributed). This document contains excerpts from the workshop led by Bob Smallwood (a SACS assessment "guru") at the 2007 TAMU assessment conference. Gay Wakefield has highlighted portions that are frequently the subject of questions and problems for program heads.

5. **Fall project: Course mapping**

Our new version of WEAVEonline is reported to have course mapping activated, so we now can prepare for course-mapping: Before the WEAVE migration is completed, committee members need to make sure program heads have gathered syllabi for required courses and any other info needed to complete course mapping. Data entry will begin when WEAVE 4.0 is live.

6. **Dept.-Head Rep's—Please update your college dean and all dept. heads ASAP RE this info.**