

Academic Assessment Committee

Minutes

Dec. 5, 2008

Attending:

Bob Newby	Denise Martinez	Karol Blaylock
Carol Thompson	Jane Dennis	Melissa Becker
David Crockett	Jason LaTouche	Gay Wakefield

1. WEAVE Training Update

Training for Academic Assessment Committee:

Friday, Dec. 12, 8:45 AM-10:00 AM, Library Instructional Training Room
Friday, Dec. 12, 12:15 PM-1:30 PM, Library Instructional Training Room
(No food allowed, so we need to eat before or after training.)

We each need to attend at least one of these sessions so all committee members are prepared to answer questions from colleagues.

Training for all other users:

Thursday, Jan. 8, 1:30 PM -3:00 PM, Library Instructional Training Room
Thursday, Jan. 8, 3:00 PM -4:30 PM, Library Instructional Training Room

Friday, Jan. 9, 9:00 AM -10:30 AM, Library Instructional Training Room
Friday, Jan. 9, 10:30 AM -12:00 PM, Library Instructional Training Room

Please make sure your constituents know they must attend at least one of these training sessions in order to receive write privileges to WEAVE 4.0.

Also, please attend the session(s) your constituents are planning to attend, so that you can help facilitate their training and answer their content questions. It could be helpful to bring along copies of OUTCOME/OBJECTIVE and MEASURE reviews for those you represent, in case specific questions arise.

2. Review of Provost & President Statements for Website

The following edits are recommended. Please notify Gay Wakefield no later than Monday, Dec. 16, with any additional changes:

Statement from Academic Affairs

Academic Affairs views assessment as the driving force behind Tarleton's mission to educate our students. The setting of goals and the monitoring of their achievement serve as the benchmark for academic improvement. A faculty-driven curriculum, goal-setting process, and learning-outcome assessment lead to the fulfillment of the mission of academic affairs: "...that Tarleton graduates acquire the knowledge, skills and abilities necessary for personal fulfillment, successful careers and responsible citizenship in an increasingly diverse and global society."

Statement from President

The shift to learning-outcome assessment is intended to improve student learning by measuring the results of instruction to answer essential questions about student learning, such as "What did students learn?" and "How did students learn?"

Student-learning outcomes that are observed and measured lead to improved learning. The successful atmosphere for learning/teaching thrives from collaboration between student and teacher, just as faculty collegiality in assessment and accountability of programs and curriculum foster improvement of the learning process.

It is important for all university areas, both academic and non-academic, to be a part of the collaborative process of setting and review of goals. This setting of goals, and public accountability for instruction and learning, pave the way for delivery of instruction, as Tarleton grows and strives to deliver its culture of excellence for students.

Feedback from learning-outcomes assessment can be used to benefit our students and Tarleton as whole, so ours faculty are expected to support and participate in the student-learning assessment process. All stakeholders in this process play an important role in continuing to meet our goals for student learning, academic standards, scholarship, diversity and access, faculty and staff development and enrichment, instructional technology, curriculum development and assessment, and resource enhancement.

3. **Review of new Website**

Melissa Becker walked the committee through the layout for the new Academic Assessment Website, which is ready for committee reaction/suggestion. The Website will remain dark until ready for public access, so Dr. Becker will forward the direct link to the committee members for review over the holidays. Please send changes/suggestions to Gay Wakefield by Friday, Jan. 9.

4. **Training scheduled for colleges**

All academic colleges need to send Gay Wakefield reports RE specifically when and how college-stipulated training for this is conducted, along with any requests for training help. Again, here is the list of training each college indicated needs to be completed this year:

COLLEGE OF AGRICULTURE & HUMAN SCIENCES

For this year, primary training needs identified by the college relate to:

- Using assessment results to improve academic programs, and
- Course-MAPPING.

COLLEGE OF BUSINESS ADMINISTRATION

For this year, primary training needs identified by the college relate to:

- Course MAPPING,
- Individual professors' responsibility to meet student-learning OUTCOMES in program-required courses, and
- More rigorous and program-specific MEASURES.

COLLEGE OF EDUCATION

For this year, primary training needs identified by the college relate to:

- Departmental faculty training specific to needs of programs within each department,
- Hands-on department-head training on course mapping, expanding that training to other faculty later, if needed (examples and explanations of the course-MAPPING component in WEAVE included).

COLLEGE OF LIBERAL AND FINE ARTS

For this year, primary training needs identified by the college relate to:

- Assessment guidance for recently appointed department heads.

COLLEGE OF SCIENCES & TECHNOLOGY

For this year, primary training needs identified by the college relate to:

- Examples and explanations of comparative assessment of programs offered off-campus and via alternate-delivery modes,
- Review of basic assessment terminology to remind programs about writing measurable OBJECTIVES (including strategy statements), writing complete MEASURES, etc., and
- Examples and explanations of the course-MAPPING component in WEAVE.

5. Meeting schedule for spring

Unfortunately, there are no two-hour blocks of time for which all members of the committee are available for spring. But there are two one-hour blocks, T-Th 1:00-2:00. So please block off the following meeting times on your calendar. For each pair of times listed, we'll meet on Tuesday and attempt to complete the agenda; if that is accomplished, we'll cancel the Thursday session for that week.

Tuesday, 1/20 from 1:00-2:00—Admin 208
Thursday, 1/22 from 1:00-2:00—Admin 208

Tuesday, 2/10 from 1:00-2:00—CITDE 130
Thursday, 2/12 from 1:00-2:00—Admin 208

Tuesday, 3/3 from 1:00-2:00—Admin 208
Thursday, 3/5 from 1:00-2:00—Admin 208

Tuesday, 3/24 from 1:00-2:00—Admin 208
Thursday, 3/26 from 1:00-2:00—Admin 208

Tuesday, 4/14 from 1:00-2:00—Admin 208
Thursday, 4/16 from 1:00-2:00—Admin 208

6. Summer Reminder

Please provide Gay Wakefield with summer schedules as soon as they are available so that she can establish summer meeting times for the Academic Assessment Committee. Since SACS arrives Sept. 1, several months' assessment work must be compressed into several weeks this summer. This means our committee will need to operate in high gear during the summer, which is why the provost approved summer stipends to assure that nine-month faculty members on our committee will be available and compensated for our committee's work this summer.

7. Dept. head rep's—Please update your college dean and all dept. heads ASAP.

8. Next meeting sessions→Tuesday, Jan. 20 (1:00) and Thursday, Jan. 22 (1:00)