

Academic Assessment Committee
Minutes
(Action Items are highlighted in yellow.)
Jan. 20, 2009

Attending:

Betty Jo Monk	David Drueckhammer	Karol Blaylock	Russell Pfau
Bob Newby	Denise Martinez	Kayla Peak	Karen Murray
Carol Thompson	Jane Dennis	Melissa Becker	Gay Wakefield
David Crockett	Jason LaTouche	Nancy Boykin	

1. New member for Killeen—Teresa Teaff

Teresa was called to a different meeting, so was unable to videoconference with us this time; will try again next time.

2. WEAVE training update

All scheduled sessions for the Stephenville campus were completed the week before the spring semester started and have been followed by special WEAVE training sessions, as requested by some colleges and departments.

3. Training schedules for colleges needed by 2/1/09 [At the time these minutes were distributed, only COAHS had provided this info.]

COLLEGE OF AGRICULTURE & HUMAN SCIENCES

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

- Using assessment results to improve academic programs, [COMPLETED 1/22/09]
- 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.

Gay Wakefield has arranged for Tarleton to serve as the host-site for Larry Kelley's day-long assessment workshop on Friday, April 3, to which he will invite campuses throughout Central Texas. With no travel involved for TSU attendees, Karen Murray has gained permission to fund attendance by any/all Academic Assessment Committee members.

Academic Affairs also has recommended that deans fund attendance for faculty who are important to assessment of programs within their colleges; it might be possible for Academic Assessment Committee members and their deans to "hit two birds with one stone" by organizing group-seating for attendees from your college and focusing table discussions on training needs stipulated by your college in the fall compliance report (see list above).

This workshop looks like a good expansion of information beyond the Kelley workshop that several members of this committee attended at TCU several years ago. The agenda follows:

AGENDA

Assessment for Teaching Enhancement Workshop

Tarleton State University on April 3, 2009

9:00-9:45 Course Mapping

- Specify program outcomes.
- List courses that contribute to each program outcome.
- Highlight courses targeted for assessment.
- Review syllabi; identify related objectives, teaching methods and evaluations.

9:45-10:45 Hands-on: complete the course mapping exercise.

10:45-11:30 Creating and Implementing the Annual Assessment Plan

- Specify student learning outcomes to be assessed.
- Select assignments in which assessment will be conducted.
- Identify assessment procedures and specify expected levels of performance.
- Build performance assessment rubrics.
- Conduct assessment activities.
- Evaluate data and report findings.
- Identify budget priorities and develop plans for improvement.

11:30-12:30 Hands-on: create an assessment plan.

12:30-1:30 Lunch

1:30-2:15 Creating and Implementing the Teaching Enhancement Plan

- Specify teaching enhancement outcomes.
- Select related teaching methods and evaluation techniques.
- Identify criteria for teaching success.
- Compare assessment findings to criteria.
- Establish strategies for improvement.

2:15-3:15 Hands-on: create a teaching enhancement plan.

3:15-4:00 Participants will make presentations on documents developed during hands-on activities.

Academic Assessment Committee members need to let Gay Wakefield know right away whether or not they plan to attend so that Tarleton registrations can be locked in before other campuses snatch up all the slots. At the time these minutes were distributed, the following RSVP's had been received:

Attending

David Druueckhammer
Teresa Teaff
Karol Blaylock Gay
Wakefield
Karen Murray

Not Attending

Melissa Becker (ESP conference)
Betty Jo Monk (dept. meeting in G'bury)

4. Time line challenges

Please remind your constituents that, per the 1/27 e-mail from Abi Freeman, Academic Affairs has extended the deadline for the revision of 2008-2009 cycle information to February 9, with release of the 2009-2010 cycle on February 10.

Should circumstances make it impossible for a program to meet the extended deadline, head of the program should discuss the situation with Karen Murray ASAP.

5. Suggested rubric revisions

Revision drafts suggested by Denise Martinez and Gay Wakefield were discussed and further revised. Gay Wakefield incorporated those revisions into the documents and attached them to the same e-mail in which these minutes were distributed. Discussion included recommendation for separate undergraduate- and graduate-program rubrics; the committee will consider this further at the next meeting.

6. Suggested "Quick Guide ..." for Website

Russell Pfau drafted a "Quick Guide to Developing a Quality Assessment Plan," to which the committee offered revisions. Gay Wakefield incorporated the recommended changes into the document, including information from the "short sheet" instructions developed by the committee last year. The revised draft was attached to the same e-mail in which these minutes were distributed. Committee members are asked to study the document prior to the next meeting so that any additional changes can be finalized at that time.

7. Summer Reminder

Since the Academic Assessment Committee is on the payroll this summer, in order to make sure all deadlines are met and all is ship-shape for SACS before school starts in fall, Gay Wakefield needs summer teaching/meeting schedules from all committee members as soon as they are known. Thanks to those members who already have provided this information.

8. Other business

Karen Murray reported that the December SACS conference focused heavily on the need for 1) evidence of comparable outcomes across campuses and 2) triangulation of measures, with at least one direct measure among the three approaches for each objective.

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

10. Meeting schedule for the remainder of this semester

Tuesday, 2/10 from 1:00-2:00—CITDE 130

Thursday, 2/12 from 1:00-2:00—Admin 208 (if agenda isn't completed on Tuesday)

Tuesday, 3/3 from 1:00-2:00—Admin 208

Thursday, 3/5 from 1:00-2:00—Admin 208 (if agenda isn't completed on Tuesday)

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

Thursday, 3/26 from 1:00-2:00—Admin 208 (if agenda isn't completed on Tuesday)

Tuesday, 4/14 from 1:00-2:00— CITDE 130 (note Location Change)

Thursday, 4/16 from 1:00-2:00—Admin 208 (if agenda isn't completed on Tuesday)

11. Next meeting → Tuesday, Feb. 10, 1:00, CITDE 130