

From: Wakefield, Dr. Gay
Sent: Saturday, November 17, 2007 2:20 PM
To: Wakefield, Dr. Gay; Murray, Dr. Karen R.; Evans, Dr. Elaine; Martinez, Dr. Denise; McCamey, Mr. Randy; Sankar, Dr. Sundarrajan; Becker, Dr. Melissa; El-Saidi, Dr. Mohammed; Whitley, Dr. Janet; CREWS, DR. STEPHEN E.; Hendrickson, Dr. Pati; Dennis, Dr. Jane
Subject: 11/16 Assessment Committee Minutes, Follow-up Action Needed, & 11/30 Meeting

Hello all,

Minutes:

Yesterday's meeting didn't take us where we anticipated it would, but it served good purpose in several respects:

1) Further development of the mapping pages to help guide transfer of material from the old assessment forms (which we all agree was a more complete format) into WEAVE (which we all agree has proved to be a frustrating process for many). I hope you will find these revised mapping pages to be helpful to those entering material into WEAVE.

ACTION: Please feel free to share these revised mapping instructions with whomever you wish. And please encourage/help anyone in your representation area who still needs to finalize their WEAVE entries in the next few days. Feel free to contact me if you want my help in that process.

2) Discussion of the frustrations involved in moving materials into WEAVE. After other committee members disbursed, Janet and I stayed to work on transferring to WEAVE her exceptionally well-developed, thorough plan for the M.Ed. in Curriculum and Instruction. At first look it seemed a daunting task, but we worked through it in less than an hour and ended up with info in WEAVE that covers everything that was in her old plan (goals, objectives, strategies, and measures) in a way that actually might make the process easier to implement.

ACTION: If Janet's department chair is comfortable with my doing so, I will create an example map of how/where we moved specific items from the old format into WEAVE.

3) Discussion of differences in opinion/perception RE acceptable measures for program assessment.

ACTION: As promised, I will discuss these issues with Karen and with SACS folks and will get back to you with more specific direction.

4) Committee members asked me to identify assessment plans currently entered into WEAVE that can be used as examples, in addition to the example items on the mapping pages attached to this message.

ACTION: Today I reviewed and tweaked a student-learning plan in my own department that you use as an example, though some info (like course numbers) still needs to be filled in. You can find that assessment plan on our WEAVE homepage under Academic Program List/College of Liberal and Fine Arts/Department of Communication Studies/Communications - Journalism/Public Relations, BS. If you spot anything I missed in reviewing that plan, please fill out a rubric for it and pass it to me.

5) Committee members are testing the rubric and cover sheet drafts by using them to review one of their assessment plans by the first part of this week, then getting back to me prior to Thanksgiving with any changes needed on those review forms.

ACTION: I will refine the rubric and cover sheet based on feedback received and distribute them by e-mail for your use the following week.

ACTION: Before Friday 11/30, please make as many copies of the the rubric and cover sheet as you need and complete review of all administrative (departmental) and academic program assessment plans you represent on the committee. Again, if all of those plans have not been completed in WEAVE, please use the attached mapping sheets to complete entry of that material. Don't hesitate to contact me if you want me to help in that process.

6) Since my surgery occurs on Dec. 5, making me unavailable to meet with you after that time, we agreed to meet again on Friday 11/30 at 2:00 in Autry 302 (Ag computer lab).

ACTION: Please bring to that meeting your reviews of assessment plans for the area(s) you represent on the Assessment Committee. If there are items remaining to be entered into WEAVE at that time, please bring them to that meeting. I will stay as late as it takes to help you complete entry of all assessment plans into WEAVE. [David, is that lab available earlier than 2:00? If so, I'll be glad to be there prior to the 2:00 meeting to work with folks in getting plans loaded in WEAVE. Just let me know how early you're able to reserve it and I'll act accordingly.]

Thanks to all who attended yesterday for your helpful suggestions and identification of areas needed to be addressed. If I've left anything of import out of this message, please let me know.

Gay Wakefield

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