

Assessment Committee

Minutes

March 7, 2008

1:30 PM

Admin 208

Attending: David Drucekhammer, Janet Whitley, Nancy Boykin, Jason LaTouche, Sue Cullers, Elaine Evans, Teresa Davidian, Denise Martinez, Gay Wakefield

1. TAMU debrief

Top tips gathered:

Members discussed the following:

Course-based assessment for core assessment

E-portfolio flexibility and possibilities for program assessment

Experiences of campuses under SACS scrutiny

Writing across the curriculum processes & rubrics

Potential campus speakers:

Committee consensus that we should consider bringing in the head of institutional effectiveness from Rice U. in the fall to discuss Rice's experience in responding to SACS demands following accreditation visit.

2. Recent SACS visits

Strong focus on: Faculty credentials
Faculty syllabi matched to master syllabi
Assessment—specific questions RE specific plans

Members discussed that SACS requirements for both syllabi and assessment require faculty cooperation and participation—especially of concern since scrutiny to these areas is likely to be even stronger by the time TSU goes up for accreditation.

3. Dept. chair rep's—assessment info to all dept. heads in college

Department chairs on the assessment committee need to make sure their college cohorts are kept abreast of assessments needs and developments at TSU. Most immediately, they need to provide the heads-up that assessment plans have been reviewed and that revision needs will be shared with them by their college's

assessment rep's **before spring break**, so departments have a chance to make revisions prior to results being shared with their dean at the end of March.

4. COBA assessment meeting 4/11—Dean requiring all faculty to attend

Info still sketchy, but Wakefield and COBA representatives from the assessment committee will be involved in the program.

5. Assessment plan review reports

Copies to Wakefield & college rep's

Those members who didn't distribute their review copies at the meeting need do so (as detailed below) **by noon on Tuesday, 3/11, so that all committee rep's will be able to meet with their college department heads this week. Wakefield gets the original and a copy that will go to dean at the **end of March**. Committee college rep's get a copy of each review of their college's plans so they can share them with their college's department chairs **before spring break**. The two committee rep's from each college will decide between them how best to accomplish this in their college.**

Next phase: Rep's meet with dept. chairs right away RE revisions by 4/1

Department chairs on the assessment committee need to make sure their college department heads get the heads-up **before spring break RE:**

- 1) **Results of the assessment plan reviews,**
- 2) **Need to complete revisions no later than April 1, and**
- 3) **Deans being updated by Wakefield in late March RE their college assessment plans.**

****The week after spring break**, college rep's plan to prod any department chairs who have not yet started revisions so they can still make revisions before Wakefield meets with deans. The rep's will decide which of them will contact whom.**

6. Other business

Final versions of the review rubric and instruction pages for the WEAVE manual will be distributed for sharing with department chairs and deans **this week.**