

Assessment Committee

Minutes

Oct. 10, 2008

Attending:

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

- 1. Finalization of Committee Membership document:** Finalized directory was distributed (copy attached with e-mail distribution of these minutes).
- 2. A&M Conference responses:** Missing info solicited from members and finalized via e-mail.
- 3. CHEA Award submissions:** Dr. Chilton forwarded the award info for committee consideration. CIS plans to apply and other programs will review award info and consider applying. Any additional programs applying, please inform Gay Wakefield.
- 4. Compliance report for Academic Affairs:** THANK YOU for quick turnaround—made it possible to meet 10/15 compliance deadline.
- 5. University Undergrad Program Results:** Some questions/concerns were raised RE using CORE results for written & oral communication and for critical thinking objectives, but general consensus was that this approach should be acceptable. Serious issues were raised RE whether valid measures are possible for the global citizenry and discipline knowledge objectives, as currently stated. Karen Murray related that the UUL objectives originated with the assessment committee. The committee agreed that, since time did not allow for settling this issue at the meeting, the matter will be addressed in the coming month.
- 6. 2008-09 OBJECTIVE and MEASURE reviews:** THANK YOU for getting TSU assessment back on schedule! Second-round reviews are being completed for return to original colleges by Friday 10/17. College Assessment Coordinators and Department-head Representatives need to discuss recommendation changes with programs in their colleges. College Assessment Coordinators deal with student-learning outcomes (SLO) assessment and Department-head Representatives deal with administrative/departmental assessment (including dean's office, departments, centers, etc.).
Fall data-gathering should be encouraged wherever possible. This year's reporting cycle is extremely compressed in preparation for SACS, making spring data reporting a whirlwind for all concerned; we need to plan accordingly and head off as many problems as possible.
But please don't ask anyone to enter any changes before being informed that WEAVE is back on line; can be deciding what to enter and can write it up on Word to copy/paste into WEAVE, but **no entries** will be recorded in WEAVE at this time.
- 7. WEAVEonline migration update:** Much frustration was voiced by members RE problems caused by undergoing migration during the semester. Migration has been more entailed than anticipated. Chilton's office has been verifying other items in the new WEAVE version prior to moving to program verification. Department heads on the Academic Assessment Committee will be asked to verify their departments' programs next, with instructions coming from Abi Freeman.

8. **Review “Assessment Guidelines” & WEAVE short-sheet:** Deferred to next meeting

9. **Training needs:** Unit reports RE training being pursued this year ...

- Course-MAPPING (4 colleges)
- Comparative assessment of programs offered off-campus and via alternate-delivery modes (1 college)
- Review of basic assessment terminology to remind programs about writing measurable OBJECTIVES (including strategy statements), writing complete MEASURES, etc. (1 college)
- Assessment guidance for recently appointed department heads (1 college)
- Departmental faculty training for specific needs of programs within each department (1 college)
- Hands-on department-head training, expanding to other faculty later, if needed (1 college)
- Using assessment results to improve academic programs, (1 college)
- Individual professors’ responsibility to meet student-learning OUTCOMES in program-required courses (1 college)
- More rigorous and program-specific MEASURES (1 college)

Committee members were asked to determine whether training will work best for their colleges if conducted in-house or across colleges.

10. **Website project:** Please review the draft-list of assessment info to include on new Website (copy attached with e-mail distribution of these minutes), add to it as needed, and bring your list to the next meeting.

11. **Fall project: Course mapping:** Program heads need to gather info needed to complete that section so they are ready to enter info when the new version of WEAVE goes live.

12. **Next meeting:** Friday, Nov. 7, noon, Admin. 208

13. **Other business:** None raised

14. **Dept. head rep’s—Please update your college dean and all dept. heads ASAP:**

Please ...

A. Make sure all program heads have the “Assessment Guidelines” and refer them to their College Assessment Coordinator for additional info RE specific questions about changes recommended in reviews of OUTCOMES and MEASURES.

B. Report back with any departmental input RE additional training or help desired.

C. Let dean and department heads know that:

1. Final verification of WEAVE migration currently is being performed and we expect the system to go live again soon. Please remind them that **no changes could be made during the migration**; if they think they successfully made changes, then they were working in the “dummy data” page (dated “3023-3033”) and nothing there is saved.
2. They need to be ready to catch up on entries as soon as WEAVE is back on line—must get back on schedule or 2008-09 won’t be closed out in time for SACS review.

D. Remind Deans:

1. If they have not yet provided feedback to department heads RE their ANNUAL REPORTS (feedback was due by 9/15), that needs to be wrapped up immediately.
2. Deans' ANNUAL REPORTS were due 10/15, so they need to be prepared to enter that info into WEAVE as soon as it comes back on line. Deans all received ANNUAL REPORT instructions via e-mail from Gay Wakefield early in September; contact Wakefield for re-send, if needed.