Members Present: Carol Osborne (Chair), Karen Aguirre, Ellen Arnold, John Beard, Janet Buckenmeyer, Kristal Curry, Michele Everett, Vivian Ford, Jeannie French, Amy Fyn, Megan McIlreavy, Scott Pleasant, Lee Shinaberger

Members Absent: Margaret Fain, Michael Latta, Jim Luken, Chris Mee

I. Welcome and Approval of Minutes

Carol Osborne, Chair, convened the meeting at 3:50 p.m. in EHFA 164 and welcomed all present. The Chair asked if any modifications to the minutes were recommended. A motion to approve the minutes as submitted was offered by Kristal Curry, seconded by Janet Buckenmeyer, and approved by the committee.

II. Announcements

The annual COHFA CONFAB was scheduled for March 27th from 12-5:30 P.M. The CONFAB was an opportunity for faculty in COHFA to share assessment results. Included with the meeting materials was a schedule of and description of CONFAB sessions.

III. Report from Subcommittee Reviewing Rubric and Discussion of Modifications

Kristal Curry presented the rubric that the sub-committee had been working on. The new rubric was designed using the original rubric as a base. The goal was to build on the elements of the original rubric that had been working and eliminate those parts that were problematic. In an attempt to remove subjectivity a checklist format was created. The rubric was presented to the assessment committees of both the Colleges of Education and Science. The College of Education committee recommended clarity and consistency be improved across all categories so additional revisions were made. Several suggestions for improvement were made by this committee and a final rubric will be presented at the next meeting.

IV. Report from Subcommittee Reviewing Summary Report Guidelines

Megan McIlreavy reported that her subcommittee worked on improving the feedback process to departments and the standardization of rubric scores. When subgroups convened to assess reports, often there was nobody present representing the area, e.g. science, for the report being reviewed. Having the report writer or department chair present to clarify and answer questions when the report is being evaluated might be helpful. If misinterpretations could be clarified corrections could be made prior to the final report submission. This may be particularly important when considering reports receiving a potential rating of "needs improvement". The committee discussed various ways that this process would work. Suggestions made by the committee will be consolidated and presented at the next meeting.
V. Report from Subcommittee Reviewing TEAL Online

Carol Osborne reported that research is underway to find a product to potentially replace TEAL Online. Modifications to TEAL Online are also being fully considered. It was requested that this committee (and the other assessment committees) be notified prior to vendor presentations.

VI. Assessing FYE

Included with the meeting materials was the summarization of how the Colleges are assessing UNIV 110. It was agreed three major areas are being measured, specifically: skills/critical thinking, engagement, and career goals. Terminology inconsistencies (e.g. goals, objectives) were found between the colleges. It was agreed that a separate assessment report for UNIV 110 would be created for each college. It was discussed that there should be some common student learning outcomes that are being assessed in all UNIV 110 sections. How each college goes about measuring these outcomes would be a college-specific decision. The directive to measure elements should come from above (e.g. from the Provost), and the individual managing the FYE sections in each college would coordinate with those teaching UNIV 110 regarding the expectations. Ultimately it was decided that each college would be asked to measure one thing in all UNIV 110 sections. After the reporting cycle, a sub-committee would be convened and the assessment results from each college be compared. Based on this comparison recommendations for future assessment activities would be developed.

VII. Next Meeting: April 23, 3:45, EHFA 164

VIII. Good of the Order – With no additional business to discuss, the meeting adjourned at 5:15 p.m.