Members Present: John Beard (Chair), Ellen Arnold, Dodi Hodges, Tom Hoffman, Michael Latta, Jim Luken, Vivian McCain, Chris Mee, Carol Osborne, Brianne Parker, Nelljean Rice, Dennis Wiseman

Members Absent: Kristal Curry, Margaret Fain, Barbara Ritter, John Steen

I. Introduction and Approval of Minutes

John Beard, Chair, convened the meeting at 11:00 a.m. in EHFA 164 and welcomed all present to the first committee meeting of the 2012-13 academic year. The minutes from the meeting on May 2, 2012 were part of the packet distributed to all attendees. The Chair asked if any modifications to the minutes were recommended. A motion to approve the minutes as submitted was offered by Ellen Arnold, seconded by Brianne Parker, and approved by the committee.

II. Confirm Meeting Dates and Times for Fall 2012

Discussion began with a discussion of possible meeting days and times for the upcoming year. Fridays at 2:30 was chosen as a potential day and time for meetings this semester. Tentative dates scheduled were as follows: September 14, October 19, November 16, and December 14 (if needed).

III. Recognizing and Supporting Success

Discussion continued concerning the 2011 - 2012 year-end committee report which was sent out earlier in the summer and the abridged version included in today’s meeting packet. This report concludes with recommendations put forth by the committee. One item for discussion includes recognizing and supporting success in assessment activities. Dr. Sheehan is in support of this recognition and trusts this committee to develop a method for recognizing success in assessment. As this group represents the academic areas, contains experience, and has enough members it makes sense this committee would oversee the award program. Possible prizes for winners include money, recognition at the spring Faculty Meeting, and a framed certificate.

Recommendations for the assessment award categories include:

- Most improved
- Best use of assessment results
- Best overall
- First, second, and third place

A suggestion was made for a sub-committee to develop plans for the awards. This plan can then be reviewed and discussed at the next committee meeting. The need to develop and implement
the program in a timely manner was agreed upon as important.

A sub-committee to develop program details and corresponding rubric was formed consisting of John Beard, Dodi Hodges and Carol Osborne. Committee feedback will be solicited via e-mail and further discussion will continue at the September 14th meeting.

Chris Mee indicated similar award programs are being implemented for the Administrative and Student Development groups. Recognition for these groups is important and a suggestion was made that they, too, be recognized at the spring Faculty Meeting or possibly at the Student Development Assessment Day event. It was noted that the award programs for all three areas should be consistent.

IV. Assessment Audit

An assessment audit document which was originally compiled during the SACS accreditation process was shared. Report ratings of Needs Improvement, Satisfactory and Exemplary were used in this audit. College assessment coordinators have in the past been responsible for assigning the ratings and a suggestion was made for groups to now take on this responsibility. Discussion continued and a suggestion was made to make this document, the ratings and supporting reports visible to the campus community. Chris Mee shared that this assessment audit document will continue to be maintained in support of SACS standard 3.3.1 and will be available to all faculty and staff upon logging in to TEAL Online. A suggestion was made to possibly consolidate this information into a high level report, possibly color-coded, to display assessment ratings in an easier to understand format. It was agreed that visibility of assessment reports and the assigned rating (NI, S, E) is important in terms of accountability across the academic areas. It is important, however, that rating assessment reports be viewed in terms of suggested improvements as opposed to public criticism of assessment efforts.

V. Upcoming Dates

Assessment Day is upcoming on Friday, September 7th. Assessment activities and results from different areas across campus are on the schedule. Those experienced in, and new to assessment are encouraged to attend.

Assessment Reports for the 2011-12 academic year are due in TEAL Online by October 1st. Reports are modified if necessary, approved by departmental designees and finalized by November 1st.

VI. Adjournment – Next Meeting

The next meeting for this committee is September 14th. A reminder will be sent out prior to this date along with information concerning the work of the assessment award sub-committee. With no further business to discuss, the meeting adjourned at 12:20 p.m.