Members Present: John Beard (Chair), Ellen Arnold, Kristal Curry, Amy Fyn, Dodi Hodges, Tom Hoffman, Vivian McCain, Chris Mee, Carol Osborne, Brianne Parker, Nelljean Rice, Dennis Wiseman

Members Absent: Margaret Fain, Michael Latta, Jim Luken, Barbara Ritter, John Steen

I. Introduction and Approval of Minutes

John Beard, Chair, convened the meeting at 2:30 p.m. in the Dawsey Conference Room and welcomed all present. The minutes from the meeting on September 14, 2012 were included as 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 Dodi Hodges, seconded by Tom Hoffman, and approved by the committee.

Chairman Beard introduced Amy Fyn, Coordinator of Library Instruction, as the newest member of the committee. Current committee members introduced themselves.

II. Updates of TEAL Online 2011-2012 Assessment Reports

A. College of Science – John Steen & Tom Hoffman – Feedback was distributed to program contacts on October 10. With the exception of Health Administration and Health Promotion, all programs have completed and submitted reports. This year marks the first year that most programs completed the reports by the due date. In addition, the quality of reports has improved significantly over previous years.

B. College of Humanities & Fine Arts – Carol Osborne & Ellen Arnold – Feedback was distributed to program contacts earlier than in previous years. As a result, all reports have been submitted with the exception of one department. This departmental point of contact has been notified and it is anticipated that a report will be submitted soon.

C. College of Business – Mike Latta & Barbara Ritter – Barbara Ritter could not attend the committee meeting; however, she submitted a status report via e-mail. Feedback was distributed to program point of contacts and it is anticipated that all programs will have reports completed and submitted prior to the November 1 deadline.

D. College of Education – Dennis Wiseman & Kristal Curry – Four program reports have been submitted and four are in progress. It is anticipated that the Nov. 1 deadline will be met. Two programs are struggling with completing their reports due to changes in the program coordinator positions.
E. University College and the Library – University College has only one major and that report is complete. Work continues on the FYE assessment report and input is still being consolidated from several sources. Brianne Parker advised the committee that beginning in the 2013-14 academic year the assessment of the FYE initiative will be shifted to the individual colleges. She recommended that assessment coordinators begin a dialogue with their respective colleges in order to plan for assessment activities for the 2013-14 plan which is due March 15, 2013. Associate Deans are aware of the changes taking place regarding the colleges being responsible for FYE assessment.

Tom Hoffman questioned why minors are not assessed where the FYE program is. Currently the QEP is introduced in all UNIV 110 courses and it is imperative that the QEP is assessed. With the changes in the FYE program, colleges will have to decide how to introduce the QEP in their curriculum.

Chairman Beard made several points regarding the assessment reporting for 2011-12. First, allowing colleges to set their own internal deadlines worked well. Internal deadlines allowed Assessment Coordinators enough time to work with those writing reports and the result was higher quality reports. In years past feedback was received too late to be helpful for the academic year under review.

III. Evaluation Process for Assessment Reports

A. Separate Groups Form for Portions of Work – There are currently 16 committee members available to review program reports. Amy Fyn being new to the committee will not be expected to provide feedback. She will, however, be given access to TEAL Online and encouraged to read the academic reports being assessed by the committee as a whole. With 16 members being divided into groups of four, each group will have 12 reports to rate. It was agreed that group members will individually rate all reports assigned to their group. A suggestion was made that a group leader be chosen to consolidate individual results. A meeting will be scheduled, individual results will then be shared with the group and a consensus reached.

Group assignments were discussed and leaders chosen as follows:

- Group A – Carol Osborne
- Group B – Dodi Hodges for Mike Latta until his return to campus
- Group C – John Beard
- Group D – Brianne Parker

It was suggested that the rubric to be used for rating the reports does not provide an adequate means to tally and summarize results. Dodi Hodges created a scoring sheet and that will be distributed to all committee members.

Based on the plan put in place it is anticipated that all results and rankings can be completed prior to the December 14th committee meeting. It was suggested that results be announced at the first general faculty meeting of the Spring 2013 semester.
Assessment Coordinators will notify committee members when reports in their college are complete and ready for review.

IV. Adjourn – Next Meeting

The next meeting for this committee is November 16th. With no further business to discuss, the meeting adjourned at 3:30 p.m.