Members Present: John Beard (Chair), Ellen Arnold, Teresa Burns, Dodi Hodges, Michael Latta, Jim Luken, Vivian McCain, Chris Mee, Carol Osborne, Brianne Parker, Nelljean Rice, John Steen, Deborah Vrooman

Members Absent: Judy Engelhard, Tom Hoffman, Barbara Ritter, Josh Vossler

I. Welcome and Approval of Minutes

John Beard, Chair, convened the meeting at 2:00 p.m. in 120 Arcadia Hall and welcomed all present.

Meeting Minutes:

The minutes from the meeting on October 5, 2011, 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 Carol Osborne, seconded by Dodi Hodges, and approved by the committee.

II. Review Sample Rubric Responses – After the last meeting, an assessment rubric was finalized and the previously established groups were asked to consolidate their results. Using several completed rubrics as samples, Chair Beard discussed how the groups might use the rubric and accompanying worksheet in order to come to a consensus. It was requested that groups consolidate their assessment results on the rubric.

A. Consistency – Most group members to this point worked independently in assessing their assigned reports. Consolidating individuals’ assessment results into one report will provide consistency in the way the information is shared with those most concerned with the results. The group should be consistent in its rankings.

B. Amount of Detail – The assigned rubric ratings (e.g. 2 – Somewhat Acceptable) are important; however, supporting details relevant to how and why the ratings were assigned will provide the department with the feedback they actually need in order to improve their assessment and reporting efforts. Adding comments to the actual report (Theatre/Musical Theatre example) may also be helpful; however, these would not necessarily suffice as the “final” report. Several group reports were discussed and are included with the materials for this meeting for future reference.

C. Distribution - The rubrics and feedback generated will be distributed to the deans, assistant/associate deans, and assessment coordinators who will, in turn, meet with department chairs and those individuals working on assessment initiatives in their college. A brief discussion ensued concerning the steps to be taken in order to make sure the recommended changes to assessment reports are made. Chair Beard stated that the recommendations made by this committee are just recommendations and it is not within this committee’s purview to mandate the changes be affected. He shared that if there is a situation where a particular assessment initiative or report is totally off the mark, that he will work with those involved in order to rectify the situation.

A committee member suggested that exemplary assessment reports be identified and made available to others as examples of best practices. In addition, the need for immediate feedback is important in case plans need to be modified for the current reporting period. It was stated that colleges can make their own internal deadlines and recommend plans be submitted prior to the TEAL Online deadline. In addition, once the plan due date has passed, it is possible for plans to be opened back up and modified, if absolutely necessary.

Chair Beard requested that all completed rubrics and feedback be submitted to him by November 11th. He will, in turn, consolidate the results and distribute them to all committee members and to departments.
A committee member suggested that additional training is needed for those who are writing as well as assessing plans. A series of training sessions were offered when TEAL Online was being rolled out; however, there are many new people now involved in assessment that have not received any type of training. It was suggested that this committee request assessment training sessions be offered again in the coming year.

III. Reporting Out from Areas

A. Core Curriculum – Teresa Burns

Teresa Burns, Director of Core Curriculum, addressed the group to discuss the assessment of the core and other related topics. A document, “The Core Curriculum: The Last Four Years” was distributed and provided the basis for the following topics: curriculum, assessment, policy and petitions, administration, and mission. Highlights of Dr. Burns’ presentation included:

- Work still needs to be done in developing a curriculum that matches University goals.
- The Visual Arts department has modified the program assessments to align directly with core assessments.
- The science departments will work closely with Dr. Burns to discuss how the core relates to their individual programs. As in the past, courses may be added or deleted to better align with the associated core goal.
- Data received from the Institutional Research, Assessment & Analysis Office was helpful in allowing Dr. Burns to predict the number of seats needed for core courses. She was able to predict within 2% the number of seats needed.
- A study is currently underway to identify who, specifically adjunct faculty, is teaching core courses and what effect this may have on the core in general.
- As the University is currently undergoing the SACS reaffirmation process, much information relating to the core and core assessment was requested for inclusion in the compliance certification document.
- As a result of the different activities undertaken in the past year relating to the core and core assessment, the possibility exists that student learning outcomes may be modified as a result.

IV. Adjourn

With no further agenda items to address, the meeting adjourned at 3:05 p.m. The next committee meeting is scheduled for December 7, 2011.