Academic Assessment Committee Minutes Index Fall 2002

Meeting: 

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Members present: J. Cullen, K. Wates, T. Mack, G. Senn, S. Kapranidis, M. Bergstrom

J. Cullen called the meeting to order at 12:05 p.m. She explained she had scheduled this meeting being the senior committee member and asked for a vote for chair. It was unanimous that J. Cullen would be Chair of the Academic Assessment Committee for the 2002-2003 academic year.

The first question was if any decision had been made on replacing the previous Director of IR & Assessment, Dr. Ulmer-Sottong. As of today, no one was sure what Administration planned to do with the position.

Dr. Cullen noted two missions of the Assessment Committee – reviewing assessment programs and the assessment of general education. Test 14 is a test designed and being developed by the Academic Assessment Committee to assess the general education goals of USCA. The Committee will wait until a decision has been made about the Director and also the final Strategic Planning Report before proceeding further with Test 14.

The Committee will review Assessment Form Cs from the Departments of Chemistry and Communications as well as the School of Education. The programs in the School of Education the Committee will review are: Early Childhood Education/B.A.; Elementary Education/B.A.; Secondary Education – Biology, Chemistry, Comprehensive Science, Mathematics/B.S.; Secondary Education – Comprehensive Social Studies, English/B.A.; Elementary Education/M.Ed.; and Exercise and Sports Science/B.S.

Dr. Cullen will get three convenient times from the VCAA, Dr. Ozment, and then coordinate with the rest of the Committee for the bi-monthly meetings.

Respectfully submitted,

M. Bergstrom
Academic Assessment Committee  
September 10, 2002  
Minutes

Members present:  J. Cullen, K. Wates, T. Mack, G. Senn, S. Kapranidis,  S. Ozment,  
M. Bergstrom

There was a brief discussion on the use or non-use of professors’ names and course name  
in typed Senior Exit Surveys.  Currently, the electronic version of senior exit surveys  
sends the results with ALL comments. The handwritten (bubble for demographics, but  
handwritten for comments) results are screened. If a professor’s name is mentioned, it is  
taken out of the full report. However, a memo is sent to that professor telling him/her  
that a comment was made about them in the recent exit survey.

The memo states:  For your information, the following statements were made in (date) in  
the Department of __________ Senior Exit Survey which named you personally. Based  
on the Guidelines for Assessment as published in the Faculty Manual, this information  
can be used for self development only and may not be used in any way for evaluation of  
your performance, including being used in Promotion and Tenure files.

The academic units that use the handwritten exit surveys are: Political Science, History,  
Sociology, and Biology.  School of Business and the departments of English, Psychology,  
Education and Communications.

S. Ozment discussed the position of Director for IR & Assessment. She stated that the  
Chancellor is prepared to initiate a search. Dr. Ozment has been charged with getting  
some names together for a search committee. She asked for a representative from the  
Academic Assessment Committee. It has been decided that the office of IR &  
Assessment will remain together and be consolidated (reporting only to one person). Dr.  
Ozment is looking at different names for the Office. Although assessment will report to  
the academic side of the campus, assessment is an integral part of the entire campus. The  
director will have the opportunity to attend Monday Group meetings to discuss any  
issue(s) of concern.  The realistic date for this position to be filled is July 1. The person  
in this position will probably not have faculty status. It is felt that this person needs to  
commit to this job on a full-time basis.

Forms A, B, and C are due to the IR & Assessment office by October 31. A letter will be  
sent to all academic unit heads/chairs in the next week.

The Strategic Plan value statements were discussed. The committee questioned if these  
new values will have to be assessed using some sort of instrument. Dr. Ozment said the  
values will have to be assessed but she thinks they will not be much different from the  
previous ones. Question 14 will still be utilized given to students during the normal  
general education assessment testing time.
Before the committee adjourned, the VCAA asked that all members think about what would be the most helpful way for the Director to work with the Assessment Committee. Should the Committee change? How can the Assessment office help the committee?

Respectfully submitted,

M. Bergstrom