Meeting: 

October 7th .................................................................................................................2
December 2nd ..............................................................................................................4
Present: T. Mack, G. Senn, R. Li, J. Little, S. Field, M. Pedersen, M. Bergstrom

The AAC members welcomed the student representative, Matt Pederson, to his first Academic Assessment Committee meeting.

Dr. Mack noted that today’s agenda would cover discussion of the Proposed USCA General Education Outcome Goals and comments from various USCA departments. (Document is attached with Committee approvals, suggestions, recommendations.)

A general editorial comment about the document: It was felt that there needed to be consistency in the format. Under the titles, the statement “Students will…” should be consistent throughout. All categories should be parallel in formatting. More work needs to be done.

**Reading Comprehension**
Dr. Mack discussed the Reading Comprehension Goals and Objectives. He explained that the first goal had been adopted by the English Department as a combined goal for the required composition sequence: Goal 1a for English 101 and Goal 1b for English 102; as such, both parts of the first goal will be assessed in combination with all 6 writing goals as part of the Department’s ongoing program of general education assessment. After discussion, it was agreed that the Reading Comprehension goals as amended (see attachment) are approved.

**Oral Communication**
The AAC members supported the goals as amended by the Communications Department. There was discussion that the Communications Department will now need to experiment with ways to assess these three goals.

**Written Communications**
The Department of English made revisions in this category this past August by converting what had been six categories of performance into six student learning outcome statements. These six goals will be assessed as part of the current system of freshman folders. All six goals will also be used in the assessment of Junior Portfolios. The writing goals were approved as amended.

**Foreign Language**
All members of the AAC agreed that the Foreign Language goals are acceptable and that the Foreign Language Department must now work on ways to assess these goals.

In summary, the Academic Assessment Committee approved the Reading Comprehension, Oral Communication, Written Communication, and Foreign Language objectives and goals and agreed that the campus needed to move forward on collecting assessment data on these outcomes by the end of the 2004-2005 year.

**Mathematics, Statistics, and Logic**
The Committee suggested that Dr. Hosch should meet with the Math Department Assessment Committee and Dr. Premo-Hopkins to integrate these goals for all relevant disciplines. Also, as suggested by the math faculty, these goals need to be revised with some acknowledgement of technology where appropriate.
Natural Sciences
The Committee endorsed Dr. Hosch’s suggestion that he set up a meeting with representatives from the Departments of Biology and Chemistry to discuss the objectives and goals for the Natural Sciences general education requirement.

There was some discussion about the items as stated currently. Does Item #1 correspond to the lecture portion of each course, and does item #2 correspond to the lab portion? Dr. Hosch will be able to seek clarification with the groups when he meets with them.

Social and Behavioral Sciences
After much discussion, the Committee made a few suggestions in this category. However, it was the Committee’s viewpoint that the departments involved need to get together to discuss them.

The AAC members requested that Dr. Hosch assemble a focus group with representatives from the following departments/disciplines: Sociology, Psychology, and Political Science to integrate the goals in this section. Dr. Hosch will provide a follow-up report to the AAC.

Please see the attached document for more detail about the Committee’s suggestions regarding the current list.

Humanities
The AAC members recommended the formation of a focus group to integrate these goals. Representatives should be enlisted from the following departments: English, Visual and Performing Arts, Communications, History, and Sociology. Dr. Hosch will report back to the AAC on the work of this focus group.

Cross Cultural Understanding
This requirement needs considerable clarification. The Committee endorsed Dr. Hosch’s recommendation that the campus move ahead on this category once we get a handle on other more manageable sections of the general education program.

Civilization and Civics
Dr. Hosch will talk to history and political science faculty to integrate these goals more effectively; he will report back to the Academic Assessment Committee.

In summary, the Academic Assessment Committee approved the following goals:

- Reading Comprehension
- Oral Communications
- Written Communication
- Foreign Language

Dr. Mack reminded the members that they will be reviewing this year the assessment reports from the following departments/schools: History, Nursing, Political Science, Psychology, and Sociology.

The Committee will also be reviewing Dr. Hosch’s written appraisals of how well certain units (Biology/Geology, Business, English, BIS, Mathematical Science, Visual and Performing Arts) responded to last year’s review of their assessment reports. Rather than waiting until the next review cycle (3 years) the procedure now is to have the IE Director review the progress made by each unit in the first year subsequent to formal Committee appraisal.

Respectfully submitted,

Maureen Bergstrom
Academic Assessment Committee  
December 2, 2004  
Minutes

Present:  T. Mack, G. Senn, R. Li, J. Little, S. Field, B. Hosch, M. Bergstrom

The minutes of the October 7, 2004 minutes were approved.

New Business

Dr. Hosch distributed a Progress Report on Gen Ed Goals and Objectives (attached). Gary Senn suggested that Geology be added to Biology in the basic categories.

Dr. Hosch next gave the members a “tour” of the interface located on the Institutional Effectiveness webpage. He also noted that all department chairs were given access to this interface a month before the Program Reviews were due. He explained that this tool can be used for every major to track capabilities.

The next item Dr. Hosch discussed was the Assessment Report Reviews. The AAC had requested the Director of IE to review the assessment sections of the 2003-04 Program Review reports for Biology, BIS, Business, Math and Computer Science, and Visual & Performing Arts. These academic unit reports had been reviewed by the entire committee during the 2003-04 semester.

As noted in the cover memo, the Committee had made 18 recommendations to the five programs listed above. Of those 18 recommendations, three recommendations were addressed fully, three had adequate progress on their recommendations, four made inadequate progress, and eight were not addressed at all. Of the five programs Dr. Hosch reviewed, Visual and Performing Arts did the best job addressing what the Committee asked.

The Committee discussed how to proceed with these reviews. Since the recommendations from the Committee were not fully addressed, the group wondered whether a letter should be sent back to the relevant unit heads. Dr. Mack reminded the Committee that the Executive Vice Chancellor of Academic Affairs had said that assessment initiatives are among the key administrative responsibilities for all department chairs/school heads. He suggested that Dr. Ozment would be the best person to inform the units that last year’s recommendations are important, and the Committee members agreed. Dr. Hosch will discuss these items with Dr. Ozment at their meeting scheduled for Friday, December 3, 2004.

The next item was the 2003-04 Academic Program Review Guidelines. On the back side of these guidelines is a checklist that can be used by the Committee members when they review the Assessment Reports. All of the members liked this idea but felt that some of the items needed to be defined in a more clear fashion. They also agreed to use these checklists when they reviewed the reports from Sociology and Psychology. Dr. Hosch agreed to consider revision of the checklist based on the committee’s recommendations following this initial trial.

All Committee members were requested to send Maureen the best days and times for the AAC to meet during Spring 2005.

Respectfully submitted,

Maureen Bergstrom