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ACADEMIC ASSESSMENT COMMITTEE
Feb. 12, 2010
Minutes

Present: M. Miller (Chair), T. McGahee, Z. Li, L., J. Benjamin, K.Wates, and T. Mack

Dr. Miller opened the meeting at 1:00 p.m. and reviewed the findings of the committee.

Dr. Mack outlined recent efforts associated with the written communication, reading comprehension, and humanities aspect of general education.

The committee also discussed the Fine Arts assessment program. J. Benjamin outlined recent developments and efforts in his department and acknowledged the need to document actions prompted by results.
ACADEMIC ASSESSMENT COMMITTEE
Feb. 19, 2010
Minutes

Present: M. Miller (Chair), T. McGahee, Z. Li, L., J. Benjamin, K. Wates, L. Dawe (ex officio) and M. Hailat

Dr. Miller opened the meeting at 1:05 p.m.

M. Hailat discussed the Math program’s assessment report. Dr. Miller noted that with the Math and Computer Science degree the goals and outcomes were good for the most part; however, a few outcomes needed to be modified so that reviewers outside the discipline would understand some of the technical terminology. Two weak areas associated with the actual assessment plan were assurance that the measures were independent of the students grades and that realistic targets had been set based on external benchmarks or via an examination of trends. Also, the importance of documenting actions prompted by the results was discussed.

M. Hailat informed everyone of recent meetings he had held with some of his faculty to address these issues.

With the Industrial Math program, the goals and outcomes were fine, work was needed to establish appropriate targets for the assessment measures and some discussion was held regarding indirect measures such as an exit interview/survey of graduating seniors. The committee mentioned that it would be useful if data files could be linked to findings and that like the Math and Computer Science program, there was a need to note actions prompted by results. The same problems were noted for the Math, Statistics and Logic section of general education.

The meeting adjourned at 1:35 p.m.
Present:   M. Miller (Chair), T. McGahee,  Z. Li, L., J. Benjamin, K.Wates , L. Dawe (ex officio) 
and R. Byington

Dr. Miller opened the meeting at 1:15 p.m.

The committee commended Dr. Byington on the excellent job his school has done with assessment. There was some discussion regarding the recent professional accreditation. Dr. Byington acknowledged the need to better document actions prompted by results.

The meeting adjourned at 1:25 p.m.
Present: M. Miller (Chair), T. McGahee, Z. Li, L., J. Benjamin, K. Wates, L. Dawe (ex officio)  
G. Beady, B. Jackson, and V. Duran

Dr. Miller opened the meeting at 12:10 p.m.

B. Jackson discussed the Biology program’s assessment report. Dr. Miller noted the goals and outcomes were good for the most part; however, a few outcomes needed to be modified to be student oriented.

B. Jackson informed everyone the curriculum map had been corrected and the error had been due to misunderstanding.

B. Jackson said the department will continue to review targets set because all objectives had been met. T. McGahee commented about the targets may be set too low if everyone met the targets. B. Jackson explained one target was set at 70% (C) minimum and everyone had exceeded the minimum requirements. He said the information for this target was based on one data set and that he didn’t feel it was appropriate to change the target after only one data set was used. He said the department is aware of the need to review this target and will do so after more data is available.

Dr. Miller noted there was not an indirect measure in place. B. Jackson explained the exit survey had been taken out as an assessment measure due to it needing updated. A new exit survey has been created and will be added back in as an assessment measure.

Dr. Miller commended B. Jackson for adding comments on things that are already correct within the Actions section.

The committee concluded its review of Biology at 12:25 p.m. Dr. Duran joined the meeting at 12:56 p.m.

Dr. Duran discussed the Language Literature and Cultures assessment report. Dr. Miller commented that LLC are exceeding the goals and the other areas look fine. Committee members commented that no indirect measures are in place.

Dr. Miller asked about creating an exit survey. Dr. Duran commented the LLC department is not a major; the courses within the program are basic courses.

Dr. Duran informed everyone that the outcomes were based on National standards. He also described how the department employed a rubric and database maintained by the IE office and how that Dr. Dawe met with his faculty on an annual basis at a department retreat to review and consider assessment results from the previous year.

Dr. Miller suggested considering raising the targets since all were being met.

The Committee commended Dr. Duran on an overall good assessment program in his department.

The meeting adjourned at 1:11 p.m.