

Academic Assessment Committee
April 1, 2003
Minutes

Present: J. Cullen, K. Wates, T. Mack, S. Kapranidis, G. Senn, M. Bergstrom
Guest: Dr. Charmaine Wilson

Dr. Cullen opened the meeting at 10:30 a.m.

Dr. Charmaine Wilson, Chair of the Department of Communications, received a letter with comments from the AAC. Those comments were addressed at today's meeting.

Dr. Wilson answered all comments, questions, and concerns from the Academic Assessment Committee regarding the Communication's Department Report. Dr. Cullen will send Dr. Wilson a summary letter with the points covered. The summary letter will be revised with input from the program faculty and other members of the Academic Assessment Committee before inclusion in the program's assessment report for this year. These letters will be located in the Office of IR & Assessment for future use by the AAC.

Minutes recorded by

M. Bergstrom

Academic Assessment Committee
March 25, 2003
Minutes

Present: J. Cullen, K. Wates, T. Mack, S. Kapranidis, Gary Senn, M. Bergstrom

Dr. Cullen opened the meeting at 10:30 a.m. The minutes from the February 20, 2003 meeting were approved.

The purpose of today's meeting was to review the Assessment Report (Form C) from the Department of Communications.

After discussion, it was agreed that Dr. Charmaine Wilson from the Department of Communications will attend next week's meeting. Dr. Cullen will send her a letter with the comments from today's meeting.

The next Academic Assessment Committee meeting will be Tuesday, April 1, 2003, 10:30 a.m., in the Nursing Building, Room 101C.

Minutes recorded by

M. Bergstrom

Academic Assessment Committee
February 20, 2003
Minutes

Present: J. Cullen, K. Wates, T. Mack, S. Kapranidis, M. Bergstrom
Guests: M. Fetterolf, A. Willbrand

Dr. Cullen opened the meeting at 10:30 a.m. The minutes from the February 11, 2003 meeting were approved. Dr. Cullen told the committee that the Department of Communications will have their Assessment Report (Forms A, B, C) into the IR and Assessment office by the end of February. Copies will be made and sent to all the AAC members at that time.

The purpose of today's meeting was to review the Assessment Reports (Form C) from the Department of Chemistry.

Dr. Fetterolf and Dr. Willbrand answered all comments, questions, and concerns from the Academic Assessment Committee regarding their Report. Dr. Cullen will send them both a summary letter with the points covered. The summary letter will be revised with input from the program faculty and other members of the Academic Assessment Committee before inclusion in the program's assessment report for this year. These letters will be located in the Office of IR & Assessment for future use by the AAC.

Minutes recorded by

M. Bergstrom

Academic Assessment Committee
February 11, 2003
Minutes

Present: J. Cullen, K. Wates, T. Mack, S. Kapranidis, M. Bergstrom
Guests: Kim Wood-Woeber, Jeff Priest

Dr. Cullen opened the meeting at 10:30 a.m. The minutes from the February 4, 2003 meeting were approved. The purpose of today's meeting was to review the Assessment Reports (Form C) from Exercise and Sports Science and the School of Education.

Dr Wood-Woeber and Dr. Priest answered all comments, questions, and concerns from the Academic Assessment Committee regarding their Reports. Dr. Cullen will send them both a summary letter with the points covered. The summary letter will be revised with input from the program faculty and other members of the Academic Assessment Committee before inclusion in the program's assessment report for this year. These letters will be located in the Office of IR & Assessment for future use by the AAC.

The next meeting of the Academic Assessment Committee is scheduled for: **Thursday, February 20, 2003 at 10:30 a.m., Nursing Building, Room 101C.** Dr. Fetterolf and Dr. Willbrand will attend this meeting to discuss the Chemistry assessment reports.

Minutes recorded by

M. Bergstrom

Academic Assessment Committee
February 4, 2003
Minutes

Present: J. Cullen, K. Wates, T. Mack, S. Kapranidis, M. Bergstrom

Dr. Cullen opened the meeting at 10:30 a.m. The minutes from the January 28, 2003 meeting were approved.

Tomorrow, February 5, 2003, a candidate for the position of Director of Institutional Effectiveness will visit the campus. The candidate will give a presentation at 10:00 a.m. and all AAC members were encouraged to attend.

Dr. Priest and Dr. Wood-Woeber will be present at the next meeting to discuss the School of Education's assessment reports. Dr. Fetterolf and Dr. Willbrand will attend the February 20, 2003 meeting at 10:30 a.m. to discuss the Chemistry assessment reports.

The next meeting of the Academic Assessment Committee is scheduled for: **Tuesday, February 11, 2003, 10:30 a.m., Nursing Building, 101C.**

Respectfully submitted,

M. Bergstrom

Academic Assessment Committee
January 28, 2003
Minutes

Present: J. Cullen, K. Wates, T. Mack, S. Kapranidis, M. Bergstrom

Dr. Cullen opened the meeting at 10:30 a.m. She has corresponded with the respective academic unit heads and assessment representatives regarding meeting times to review their assessment reports. It was agreed that the AAC members would be able to meet with Dr. Fetterolf and Dr. Willbrand on a Thursday morning after 10:15 a.m. Dr. Cullen will send letters requesting their attendance at an Assessment Committee meeting. The Communications Department, Dr. Wilson, requested that she have more time to complete the Department of Communications' Assessment Report

The members of the AAC then reviewed Form C of the Chemistry Department and Exercise Science.

The next meeting of the Academic Assessment Committee is scheduled for: **Tuesday, February 4, 2003, 10:30 a.m., Nursing Building, 101C.** The committee members will review the School of Education's Form Cs at that meeting.

Respectfully submitted,

M. Bergstrom

Academic Assessment Committee
January 21, 2003
Minutes

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

J. Cullen called the meeting to order at 10:30 a.m. She explained the purpose of this meeting was to go over what the committee is charged with for the semester. The members 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 to be reviewed 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; and Exercise and Sports Science/B.S.

The members decided that they will review the reports from the Department of Chemistry and the School of Education and discuss them at next week's meeting. J. Cullen will send notices to the chairs/heads of the units requesting what Tuesdays between 10:30 a.m. and 12:30 p.m. are best for them. Once the reports have been reviewed, the committee will meet with the chairs/heads and discuss their comments.

Some items to look for on the Forms C: Look for clarity. Do the statements make sense to you? Look at what is being measured – do the results relate to it? What's been done with the results? Has the assessment loop been closed? Are the "tools" (assessment) being used?

The Director of IE search committee has looked at eight applications. The search committee planned on telephoning three applicants, however one dropped out and one does not have U.S. citizenship. The committee will talk to the remaining one candidate on Friday, January 24, 2003. Hopefully more applications will come in.

The next meeting of the Academic Assessment Committee is scheduled for: **Tuesday, January 28, 2003, 10:30 a.m. – 12:30 p.m., Nursing Building, 101C.**

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

Academic Assessment Committee
August 23, 2002
Minutes

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