

# Academic Assessment Committee Minutes Index Fall 2008

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## **Academic Assessment Committee**

August 20, 2008

Minutes

Present: C. Eller, T. McGahee, M. Miller, K. Wates, Y. Zhang, L. Dawe

Dr. Yilian Zhang had been asked by Dr. Allen Dennis, Chair of the Faculty Assembly to call this first meeting of the Academic Assessment committee.

The first item of business was to nominate a chair. Dr. Thayer McGahee agreed, with unanimous approval, to chair the committee for the 2008-2009 year.

The next item covered was scheduling meeting times for the remainder of the semester. All agreed they would like to review the Assessment Reports from the Program Reviews before the end of the year. Friday appeared to be the best day for everyone. Chair McGahee will get back to everyone with the best dates.

The meeting was adjourned.

Respectfully submitted,

Maureen Bergstrom

### **AAC Follow-up Note**

The Committee will be reviewing the following academic units for the 2008-09 academic year:

#### **2008-2009**

Chemistry/Physics

Communications

Education

    Early Childhood Education (B.A.)

    Elementary Education (B.A.)

    Exercise and Sports Science (B.S.)

    Secondary Education

        Biology, Chemistry, Comprehensive Science, Mathematics (B.S.)

        Comprehensive Social Studies, English (B.A.)

    Special Education (B.A.)

    Educational Technology (M.Ed.)

    Elementary Education (M.Ed.)

The scheduled AAC meetings are as follows.

September 5 & 19

October 17 & 31

November 7 & 21

All meetings will be at 11am in the conference room in the School of Nursing building.

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**ACADEMIC ASSESSMENT COMMITTEE**  
**February 6, 2009**  
**Minutes**

Present: T. McGahee (Chair), M. Miller, K. Wates, Y. Zhang,  
L. Dawe (ex officio), G. Beady (guest) and Dr. Fetterolf (guest)

Dr. Dawe opened the meeting at 11:00 a.m. in the absence of Dr. McGahee.

Dr. Dawe reported the results of the Committee's review of the Chemistry and Physics majors to Dr. Fetterolf. Dr. Dawe began with commending Dr. Fetterolf on an excellent job done thus far. He then reviewed the committee's findings.

Discussion and recommendations for the program review fell into the following categories:

- 1) The first was with respect to the first goal. It was suggested that it would be useful to break out the American Chemical Society National Exam data for the Analytical and Organic measures into results from Chemistry majors and non-majors. This will facilitate comparisons with the Physical and Inorganic measures, which are for majors only.
- 2) It was mentioned that it would be useful to have the n size, or number of responders, in each of the evaluation findings included; this would afford a reviewer the ability to ascertain confidence in the measures, placing more confidence in those with a larger number of observations.
- 3) In future reviews it would be useful if the evaluative rubrics for the Senior Thesis and Senior Seminar could be included.
- 4) There was a discussion on the use of GEORGE to provide useful data on students' performance toward the program's third goal.
- 5) There was discussion regarding the significant drop in the Organic Chemistry scores.

Dr. Dawe concluded that the overall review was excellent; the report was well organized and structured.

Dr. McGahee joined the meeting late and reminded everyone there would be two more meetings. The committee will meet on February 13, 2009, to discuss the Communications review.

The meeting was adjourned at 11:45 a.m.

**ACADEMIC ASSESSMENT COMMITTEE**  
**February 13, 2009**  
**Minutes**

Present: T. McGahee (Chair), M. Miller, Y. Zhang, L. Dawe (ex officio)  
G. Beady (guest) and Dr. Harpine (guest)

Dr. McGahee opened the meeting at 11:18 a.m.

Dr. McGahee reported the results of the Committee's review of the Communications Department to Dr. Harpine. She then reviewed the committee's findings.

Discussion and recommendations for the program review included the following:

The mission statement of on page 4 did not have any clear goals stated. The goals need to be geared toward the students. Each goal statement should include the wording of "upon completion, students will"

Clarification as whether the bullets items listed were intended as learning outcomes. If so, the statements need to be restated to read as "students will . . ."

The measurement scales need to be kept consistent with each other.

Page 7 - The actions listed were excellent. It was evident the actions had been derived from the assessment data.

Page 8 – the actions listed were vague.

Writing portfolios were discussed. Dr. Harpine is looking at the number of students completing the portfolios. A suggestion was made to require the Writing Portfolio as a pre-requisition for the capstone course. Dr. Dawe gave ideas for implementing new strategies in assessing the Writing Portfolios.

Speeches – included discussion on how to access the data from speeches. On suggestion was to create multiple rubrics.

Dr. Dawe stated the overall presentation of the findings was well done; the analysis was good. Dr. Thayer commented the program review showed much improvement from the review completed three years ago.

Dr. Harpine informed everyone he has formed a committee to re-write the original seven to eight goals with the right language.

Dr. McGahee reminded there will be one more meeting to discuss the Exercise Science major with Dr. Chris DeWitt. The next meeting is scheduled for February 27, 2009.

The meeting was adjourned at 11:45 a.m.

**ACADEMIC ASSESSMENT COMMITTEE**  
**February 27, 2009**  
**Minutes**

Present: T. McGahee (Chair), C. Eller, Y. Zhang, L. Dawe (ex officio)  
G. Beady (guest) and Dr. DeWitt (guest)

Dr. McGahee opened the meeting at 11:30 a.m.

Dr. McGahee reported the results of the Committee's review of the Exercise and Sports Science Department to Dr. DeWitt. She commented on the report for being on target and well organized.

Dr. McGahee made one suggestion to add clarity to the assessment: to state who assesses the performance of the students.

Dr. DeWitt expressed his appreciation to the committee for the well written letter sent to him of the committee's findings. He explained that he had empowered his staff to be involved in the review process. He told everyone he has written his goals and objectives to correlate with those of the American College of Sports Medicine.

Dr. DeWitt also shared plans for filling in the missing information for objective 5.1. He said he will begin entering data from students beginning with this semester. He added this will give the department approximately five semesters to gather information for the SACS accreditation.

Dr. Dawe commented on how well the actions are organized based on the results of the assessment data. C. Eller added that Dr. DeWitt had done an excellent job of explaining how student communication is evaluated. She said the delineation of the actions is very clear.

Dr. DeWitt inquired about how he could better organize his data. Dr. Dawe informed Dr. DeWitt about the TracDat program that has been recently added by the IE Department for program reviews. He explained that program is designed to organize program reviews in a consistent format across all programs on campus.

Dr. McGahee stated that this was the last scheduled meeting for the semester.

The meeting was adjourned at 11:55 a.m.