

Academic Services Committee Minutes Index Fall 2009

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ASC Meeting

Date: Tuesday, 6 October, 2009, 11:00am

Location: HSS Conference Room

Meeting called by: Academic Services Committee (ASC)

Attendees: Carla Coleman, Rayito Calderon, Tieling Chen, Lloyd Dawe, Karen L. Willoughby, Robert Leach, Michele Steinhauser

Secretary: Michele Steinhauser

- I. The meeting was called to order at 11:06am.
- II. Carla explained to the group the charge of the committee for this semester
 - a. To review all prior documents and meeting minutes independently
 - b. To review the Academic Services Department by bringing concerns to Stephanie Foote, who will present/attend future meeting
 - c. The committee will then compose a formal letter to Stephanie and the Academic Services Department address and concerns and recommendations.
- III. A question was addressed to Carla Coleman inquiring if the ASC Committee should review the services provided by disability services. The committee agreed that this would be fine as long as this area was not already being reviewed by another committee. Carla will follow up and report back on the possibility of this future review.
- IV. The ASC Committee will need a representative to attend the student success action team meeting that convenes every 3rd to 4th Thursday at 3:00pm. Rayito Calderon volunteered to represent the ASC Committee at this meeting.
- V. Lloyd Dawe addressed the group regarding the TRACDAT system.
 - a. First the rubric “characteristics of unit assessment report” was distributed and reviewed to the committee. This rubric has been input into TRACDAT. This form will also be electronically sent to the group by Lloyd.
 - b. SAC has very specific requirements as outcome driven and goals and targets being ‘met’ and ‘not met’. It is a data driven process which the rubric will assist to guide.
 - c. The rubric has been used to assess programs of study for the past 5 years and has proven to be an effective tool.
 - d. A suggestion has been made to create a rubric in which the ASC committee could utilize when reviewing areas; hence this rubric shared today was created.
 - e. Each ASC committee member has been granted access into the TRACDAT system to review specific service areas.
 - f. The link to TRACDAT can be located on the IE website at <http://ie.usca.edu/>

Institutional Effectiveness is based on the 4 following premises. 1. External data request and accountability 2. Internal data request and decision support 3. Assessment and planning (this is where the TRACDAT log in can be located) 4. Accreditation and compliance

- g. The program uses Outcomes—meaning who is the recipient of the functions and in most cases it may be the student.
 - h. When reviewing a department's outcomes, one may find that an outcome has been made 'inactive'. This will also be noted with a date. This will show historical perspective of the department without the need to continue to evaluate an outcome that is no longer being used by that department.
 - i. Departmental strategies will show what that area is generally doing to achieve the outcome. This section can assist our committee to have a better understanding of the areas being assessed.
 - j. The ASC committee will have access to the Academic Services area in TRACDAT. We will be able to view the summary tab and the reporting tab. We will want to click on the reporting tab to review the assessment plan, which includes the top 2 plans on the rubric distributed at today's meeting. Please use the rubric when assessing these areas.
 - k. You will have 2 choices once you select 'report' and 'run' (at this point in time since the system has only been used for one year, there is no need to select dates). You can view the report online by selecting 'HTML' or print a copy of the report by selecting 'PDF'.
 - j. All committee members are asked to review the Academic Services Center through TRACDAT while using the rubric. Carla will ask Stephanie to forward the committee any of her concerns or areas that need reviewed. We are also asked to check within our own departments to see if there are any concerns or issues regarding academic services.
- VI. Future meeting dates have been established for:
November 3, 2009 at 11:00am
November 10, 2009 at 11:00am
December 1, 2009 at 11:00am
- VII. The meeting was adjourned at 12:00pm.

ASC Meeting

Date: Tuesday, 3 November, 2009, 11:00am

Location: HSS Conference Room

Meeting called by: Academic Services Committee (ASC)

Attendees: Carla Coleman, Rayito Calderon, Tieling Chen, Lloyd Dawe, Karen L. Willoughby, Robert Leach, Michele Steinhauser, Stephanie Foote, Judy Miller, Mike Lemons

Secretary: Michele Steinhauser

- I. The meeting was called to order at 11:06am.
- II. The minutes were reviewed and approved with two revisions. K. Willoughby first and R. Leach seconded the motion. All voted in favor to approve the October minutes.
- III. Stephanie Foote reported to the group on the Academic Services Center. Ms Foote had forwarded the ASC mission and goals prior to the meeting. A brief history of ASC was given to the group. ASC has been on campus since 2005. Soon after it was joined with advisement services. ASC is guided by many national organizations but is working toward benchmarks.
- IV. The ACS reviewed the ASC data in TRACDAT prior to the meeting. K. Willoughby questioned why some areas were filled in with a '?' and felt that verbiage could have been placed into these sections. S. Foote stated that she is working on completing these discussed areas as the '?' have been a recent appearance in the TRACDAT data.
- V. C. Coleman brought forward the question if students that are being advised who are declaring undecided as a major but are torn between two similar fields i.e. chemistry and biology, is there a way to guide/assign them to an advisor more familiar with that particular type of major? S. Foote stated that she would discuss this with advisement offices. S. Foote also reminded the group that it is very easy for a student to select and/or change a major even though many are finding students very reluctant to declare a major. S. Foote stated that a goal of ASC is to help students to become more self responsible and more informed when choosing a major. ASC recommends that students meet with career services and meet with a faculty member in that department to become more informed prior to making a selection of major.
- VI. K. Willoughby discussed a concern with advisee folders 'getting lost' in the system due to the human process. S. Foote assured that group that they are working daily moving files throughout campus and to improve this process.

- VII. S. Foote shared with the group that she sends all first year advisors a pre-advisement reminder/letter to share with all advisees. M. Steinhauser asked if this letter could be shared with all advisors as not everyone is a first year advisor. S. Foote stated she will do this.
- VIII. K. Willoughby questioned if advisement could be offered earlier in the semester. S. Foote will bring this matter to the records department and all departments to see if they would be on board with this.
- IX. S. Foote reported on Academic Support tutoring services. Currently there are 21 total tutors 5 working in the math lab; 6 in the writing room and all others subject/major specific. Tutors are hired to perform dual roles i.e they may be a subject tutor and a math or writing room tutor. A point of clarification S. Foote does not oversee the language learning center.
- a. Group questioned if a professional would be hired to staff the writing room and math lab in the future. S. Foote noted that this had been an original proposal for the center but the goal is moving more toward supplemental instruction.
 - b. The use of supplemental instruction is a long term goal. It is currently being utilized for chem101. Future plans to expand to anatomy are proposed. Supplemental instruction is having a student who took the course successfully the prior semester sitting in/auditing the course. This student would then meet with the professor then hold small supplemental instructional groups throughout the semester for that particular course.
- X. M. Steinhauser asked if all students working in the writing room were trained on APA format. S. Foote noted that all students working in the writing room receive training from Dr. Rhodes on APA format.
- XI. The ASC will reconvene to review all information from today's meeting and return with completed TRACDAT rubrics. A final letter/report will be written by C. Coleman.

November 10, 2009 at 11:00am

December 1, 2009 at 11:00am

- XII. The meeting was adjourned at 11:56am.