

MINUTES – *Senate Committee on Academic Assessment*

February 12, 2010

1. Call to Order

1.1 Carolyn Warren called the meeting to order at 8: 50 a.m. in room C283.

2. Attendance

Attendees: Carolyn Warren-Chair; Barb Stoll-Vice-Chair; Rhonda Basinger, Gary Shupe, Dave Rigsbee, and Bill Flee-Committee members; Liz Akers-Recorder.

Absent: Pat Fodor, Melissa Knapp-committee members; Sharon Bigelow, Dave Shinn, and Phil Conover-Resource members; Dr. Staats and Josh Welker-Ex-Officio members.

3. Introductions/Welcome

3.1 No new members

4. Minutes Approval

Motion: To approve December 11, 2009 minutes as written.

Moved: Gary Shupe

Second: Rhonda Basinger

Approved

5. Special Guests

6. Sub-Committee Reports

6.1 Training Sub-Committee-Rhonda Basinger-Chair, Gary Shupe

- The evaluative comments about the training session for the December reading has been typed and will be shared with SCAA at the March meeting.
- The committee is reviewing the procedures/duties for each sub-committee in the Procedures Manual.
- When the rubrics and instructions for GEG 7.1 and GEG 4.1 are available for the May assessment , the sub-committee will be ready to work with trainers for the upcoming assessment .
- The sub-committee’s main work will be after mid-semester.

Other discussion included:

- For GEG 4.1 Critical Thinking and Verbal Logic, a question has been chosen for students to use in the artifact and assignment. No rubric has been received at this time.
- Lillian Dittmer has been doing a project with a rubric she created. It may be a possibility to use her as the trainer.

6.2 Gen Ed Sub-Committee-Melissa Knapp-Chair, Patrick Fodor
No report

It was mentioned that the committee missed the timeline for GEG 1-Human Values and Culture. It should have been completed in the December 2009.

Discussion: The committee doesn't get the information soon enough to know what to pilot at the May or December reading. The GEG timeline needs revising.

Motion: To assess GEG 1 in December 2010.

Moved: Barb Stoll

Second: Dave Rigsbee

Approved

6.3 CTWE Sub-Committee-Bill Fleer-Chair

- An updated form of the CTWE Program Assessment Results for year 2009 was given to committee members. An explanation was given of the results. It was noted that several programs have completed their report and more are to be completed by December 2010.
- Phil Conover is proactive in keeping each department chair/director on top of things.
- Josh Welker will be using the information from the assessment results to submit the Program Review report for 2010.
- The Developmental Education department should have its own report form divided between Math and English. The form should be uniform with the CTWE Program Form. Results of both forms will be due in early summer.
- Information will be presented to Phil Conover with an explanation of programs that haven't complied with the posting of their report. It will be left up to him as to what action he needs to take.

Student Worker:

There will not be a need for a second student worker at this time. Rebecca has completed most of the work, and it was asked of committee members that if they need work completed to let Rebecca know.

Gina Chapman is working on a format within "CTWE on Ball" so committee members can enter material into folders for the student worker to access and work on.

7. Other Action Items

7.1 Demographic Form for May Assessment

A discussion was held on several questions on the demographic form as to their relevance and purpose. Questions 9 and 10 specifically address the GEG being assessed and the courses that teach to that GEG. This causes changes to be required in the demographic form every semester. Making the demographic form more generic would prevent the problem.

Motion: To make modifications to question 9 to add OLC and to change the wording to read "Have you taken any courses in this academic area before this term?" and question 10 to read "What courses was it? (e.g. PHL 121)?"

Moved: Gary Shupe
Second: Bill Fleer
Approved

8. Other Items

8.1- Analysis of Results from the December, 2009 Assessment – Dave Shinn

Information will be analyzed at next meeting.

8.2 Organization of archived materials in C264 – Carolyn Warren

Several questions were raised as to what to do with the material from portfolios that are in C264. The portfolios are taking up so much space that there is no room to file the other artifacts.

1. Should the material be boxed and taken to the warehouse?
2. Could the tops be cut off envelopes to place in file cabinets?

Motion: To label and date boxes of all portfolios and move them to the warehouse.

Moved: Barb Stoll

Second: Bill Fleer

Discussion: A question was raised as to the length of time materials are kept in the warehouse before being destroyed. It was noted that material is kept for 7 years.

9. Announcements

Efforts have been made to form an ad hoc committee to revise the GEGs. Carolyn has tried to find faculty to be on the committee and now is asking committee members to work with her to make the revisions. It was suggested that information be taken to Chairs/Directors for discussion and bring revisions back to the committee. Revisions will then be reviewed by the SCAA committee and taken back to Chairs/Directors for approval.

10. Next meeting notification

10.1 The next meeting was scheduled for March 12, but the date conflicts with spring break. Carolyn will email committee members to check about availability to meet on March 19th.

11. Adjournment

The **Senate Committee on Academic Assessment adjourned at 10 a.m.**

Moved: Carolyn Warren

Second: Barb Stoll

Approved

Submitted 2/12/10

Liz Akers

Edited 3/18/10

Carolyn Warren