

Academic Assessment Committee

Minutes for February 2, 2009

In attendance:

S. Adair, C. Broadus-Garcia, N. Hoffman, B. Hosch, T. Jarmoszko, J. Jones, S. Lesik, C. Menoche, G. Mejia, J. Mulrooney, M.A. Nunn, A. Pozorski, H. Wang, Carol Morano (guest)

Approval of Minutes

The minutes from December 1, 2008 were approved.

Discuss Progress Reports from Evaluation Groups

The evaluation groups reported on their experience evaluating departmental progress reports. Most groups read about three reports and had mixed reviews and reactions. The group members identified some shortcomings of the rubric, the guidelines for reports, and the reports. Going forward, the Committee agreed to adopt the following practices to reporting evaluations:

1. The category “Not Yet Developed” should be interpreted as “missing.”
2. The category of “Developing” should encompass aspects of the report that are complete in some respects but incomplete in others.
3. The category “Exemplary” will be collapsed into “Developed” (any forms already filled out do not need to be redone).
4. If there are any individual aspects of a report that are exemplary, they should be specially noted in the Strengths and Weaknesses area of the rubric.

Dr. Hosch agreed to resend an electronic version of the rubric to the Committee. Committee members will submit their completed degree assessment reports by the March 2, 2009 meeting. The target date for providing feedback to the departments will be in early April 2009.

Discuss plan for assessing general education outcomes

Dr. Jones outlined a tentative plan to increase departmental investment in assessing general education outcomes. The Committee, under Dr. Jones’s name, will send a short letter to include the following:

1. An informational note that the Faculty Senate has approved the new goals and outcomes for general education (these will be attached).
2. A reminder that under the assessment, approved by the Faculty Senate, departments are responsible for assessing student learning outcomes on courses they deliver.

The reports will be due in late September. Accompanying that information will be an identification of general education courses in their departments with enrollment for several semesters. The letter will recommend that departments focus on those courses with the highest enrollments. In addition, the letter will offer a suggested assessment plan that departments may adopt if they choose. This plan will identify the general education goal most related to their courses and relevant outcomes, along with a five-point scale.

Recommendation to the departments will be:

1. Describe how they are assessing these learning outcomes in their chosen courses
2. Provide the raw number of students who demonstrated proficiencies in those outcomes in stated levels
3. How those results will be used to make improvements

The departments may choose their own scale, but the scale should clearly identify the point of acceptable passing performance.

Following a discussion, the Committee came to a consensus to continue with this plan, and that the AAC Chair and the Director of OIRA should send these letters.

Other

In response to a Committee member, Dr. Hosch provided a summary report of the finding of the NEASC letter.

The meeting was adjourned at 4:55 p.m. The next meeting will be on Monday, March 2, 2000, 3:30 p.m., in the 1849 Room, Student Center.

Respectfully submitted,
Carol Morano

The meeting schedule for spring 2009 is as follows:

Day	Date	Time	Location
M	2/2/2009	3:30pm-5:00pm	1849 Room SC
M	3/2/2009	3:30pm-5:00pm	1849 Room SC
M	3/16/2009	3:30pm-5:00pm	1849 Room SC
M	4/6/2009	3:30pm-5:00pm	1849 Room SC
M	4/20/2009	3:30pm-5:00pm	1849 Room SC
M	5/4/2009	3:30pm-5:00pm	1849 Room SC