

Assessment Advisory Committee
February 27, 2007, 2:30 PM, EVP and Provost Conference Room, 9th Floor Rudder
Minutes

MEMBERS PRESENT	MEMBERS NOT PRESENT	GUESTS
Meyer, Paul Phillips, Loraine Carr, Becky Farnsworth, Charles Gilreath, Charles Oliver, Larry for Pam Matthews Osters, Sandi Simpson, Nancy Newton, Joe for Janie Schielack Kirkpatrick, Sam Nelson, Gene Rogers, Kenita Haisler, Walter E. Feigenbaum, Leslie	Bednarz, Bob Martin, David Dutschke, Cindy Loudder, Marty	

CALL TO ORDER	The meeting was called to order at 2:35 pm by Dr. Paul Meyer.
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AGENDA ITEM	COMMENTS	RECOMMENDATIONS/ ACTIONS/FOLLOW-UP
Recap of Conference	<p>The 7th Annual Assessment Conference was held at the College Station Hilton on February 22 & 23, 2007. 427 registrants from almost 100 colleges and universities from across 27 states, as well as Guam, Brazil, and Puerto Rico attended. Plenary speakers Linda Suskie, Stephen Spanghel, and Geri Malandra were well received. Interim President Eddie J. Davis and Vice Provost William (Bill) Perry spoke and welcomed the group. Fifty-one presentations were delivered over the two day period, with eight sponsors supporting the event.</p> <p>The QEP Council, chaired by Dr. Bob Webb, recognized Excellence in Quality Enhancement. The Award goes to Dr. Wendy Keeney-Kennicutt and Dr. Stephen Balfour for their QEP Work—<i>Enhancing the Teaching Assistant/Undergraduate Student Experience in the First year Chemistry Program</i>. Honorable Mention goes to Dr. Jimmie Killingsworth and Dr. Claude Gibson from the English Department with <i>Program Assessment and the QEP Project</i>. Photos of the event are available on the University's Assessment Web site.</p>	
Quick Review of Plan for Institutional Assessment	<p>To meet our plans for institutional effectiveness and assessment, an assessment plan needs to be on file for each academic program. The annual assessment report will be due one year following the submission of the assessment plan. Program improvement should be emphasized in assessment reporting.</p> <p>Support for assessment will be through the Office of Institutional Assessment (OIA) and the Center for Teaching Excellence (CTE). CTE can offer general workshops and consulting by college.</p>	

Assessment Plans	<p>General expectations for assessment plans of academic programs include the following components for each academic program:</p> <ul style="list-style-type: none"> • Statement of program mission • Identification of student learning outcomes and other program outcomes • Description of methods for assessing student learning and other outcomes <p>The articulation of program mission and the identification of student learning outcomes should be done by the faculty teaching in the program.</p> <p>Some resources already exist on the University’s Assessment Web site. These things include:</p> <ul style="list-style-type: none"> • Common Language • Examples of Direct and Indirect Methods of Assessment • Guidelines for writing student learning and program outcomes • Suggested Readings • White paper for institutional assessment <p>An optional template, along with examples, might be helpful for departments as they create assessment plans. This could be made available on the Assessment Web site.</p> <p>Consider incorporating a graphic that emphasizes “closing the loop.”</p>	
Review of DRAFT Memo to Deans	<p>The group reviewed the DRAFT memo to the Deans. The groups made several comments including:</p> <ul style="list-style-type: none"> • Consider the timing of assessment cycles and related due dates (the timeline is still under discussion) • Consider updating assessment plans as part of the reporting process • Consider “annual” assessment report, rather than “final” assessment report • Include Assessment URL 	<ul style="list-style-type: none"> • Comments will be reviewed and incorporated appropriately by Dr. Paul Meyer
Assessment Advisory Committee	<p>A formal charge will be forthcoming for the group. Generally, the group will advise OIA on how best to serve the colleges regarding the development and documentation of assessment plans and reports.</p>	
WEAVEOnline	<p>WEAVEOnline was a vendor and sponsor of the 7th Annual Texas A&M Assessment Conference. The group discussed briefly the benefits of an assessment management product.</p>	
SACS-COC Compliance Readiness Audit	<p>One of the sessions at the 7th Annual Texas A&M Assessment Conference discussed the benefits and process of conducting a SACS-COC Compliance Readiness Audit. This may be an appropriate activity for the University in the next few years.</p>	
Adjourn		<ul style="list-style-type: none"> • The meeting was adjourned at 3:40 PM