

Assessment Advisory Committee
April 4, 2007, 8:30 AM, 402 Rudder
Minutes

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

CALL TO ORDER	The meeting was called to order at 8:35 am by Dr. Loraine Phillips.
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AGENDA ITEM	COMMENTS	RECOMMENDATIONS/ ACTIONS/FOLLOW-UP
Review and Approval of the minutes from 2/27/07		Minutes were approved with two attendance corrections.
Presentation by Dr. Martha Loudder on communication outcomes at the Mays Business School	<p>Dr. Loudder presented a brief history of the Business School's work in the assessment of an outcome for written communication. This assessment process revealed the Business School's work in assessment as it relates to other University initiatives (the President's Task Force Report), their own professional accreditation, and the concerns of alumni and employers (both 5-7 years out, as well as older alumni).</p> <p>The assessment process also included the faculty establishing a list of competencies for written communication, and faculty members were expected to incorporate learning outcomes in syllabi. Through collaboration with the University Writing Center, a rubric was used across five disciplines in business. Stratified samples of student work were collected for review. At first run, the assessment revealed that 88% displayed performance as expected, while 12 % were below expected. Discussion of these results led to a consideration of differences in assignment (i.e. long term paper versus e-mails, executive summaries, business letters, and memoranda).</p> <p>Implementation plans (i.e. use of results or closing the loop) include a writing center serving the needs of business students specifically, integrating more writing assignments throughout the curriculum, and including oral communication assistance, in addition to written, to better serve business students.</p>	

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<p>Review and discussion of assessment graphic, optional template, and assessment plan samples</p>	<p>Assessment Graphic: No revisions for the assessment graphic were mentioned.</p> <p>Recommended Assessment Plan Optional Form:</p> <ul style="list-style-type: none"> • The group suggested adding a link to “how-to’s” for writing learning and other program outcomes (already posted on the Assessment Web site). • The group suggested to call the template a “form” • The group suggested adding “The Successful Student will...” • The group suggested adding definitions for learning outcomes and assessment methods in the form (already posted on the Assessment Web site). • The group suggested adding “Other” Program Outcomes <p>Assessment Plan Samples: The group would like to see more assessment plan examples over time.</p>	<ul style="list-style-type: none"> • Dr. Loraine Phillips will make requested adjustments to the Recommended Assessment Plan Optional Form and post on the Assessment Web site. She will send group members the link.
<p>Other business</p>	<p>Motion was made by Dr. Martha Loudder that the group should pursue Faculty Senate’s consideration and request for ratification of the university-wide learning outcomes from the President’s Task Force Report. Motion passed. These will serve as a starting point for some faculty members starting academic program assessment.</p> <p>Additional discussion included adding an individual from the area of Program Review (housed in the Office of Graduate Studies) to participate in the University’s Assessment Advisory Committee.</p>	<ul style="list-style-type: none"> • Dr. Paul Meyer will contact Dr. Doug Slack, Speaker of the Faculty Senate, to begin this process. • Dr. Paul Meyer will contact Dr. Rick Giardino regarding possible options and report back to the group.
<p>Adjourn</p>		<ul style="list-style-type: none"> • The meeting was adjourned at 10:15 AM