

## Assessment Committee

### Minutes

April 4, 2008

1:30 PM

Admin 208

Attending: Wendell Sadler, Jill Burk, Melissa Becker, Sankar Sundarrajan, David Drucekhammer, Janet Whitley, Nancy Boykin, Jason LaTouche, Sue Cullers, Elaine Evans, Teresa Davidian, Denise Martinez, Gay Wakefield

#### 1) Membership Changes for College of Education

**Wendell Sadler as member “in training” —Janet Whitley leaves us in August and Wendell Sadler will take her seat on the committee at that time.**

**Dean Jill Burk as Education’s dept. chair member for the remainder of this semester.**

**Discussion of tears in beer followed reminder that Sue Cullers is deserting us at the end of the semester. [NOTE: How about a gathering at Montana’s following our next meeting, to send Sue off with our best wishes and hopes for her happiness and success in The Northlands?]**

#### 2) CLA Update

**THANK YOU for college efforts with phone calls to students and with organization of student-teacher sessions! Latest report is that we’re closing in on 50 students taking the CLA, but we really need 60 for statistically reliable results—and CLA administrators want us to get 100 (which is highly unlikely with a parent population of only 112).**

#### 3) Compliance Committee Form

**Copies handed out in meeting**

**Department heads expected to receive it soon**

**Check objectives listed on forms for consistency with WEAVE!!—Gay will forward your college’s forms to you as the Compliance Committee sends them to her.**

**All questions—Refer to Dennis Jones and/or Linda Jones**

**[NOTE: E-mail message from Dennis Jones received by Gay Wakefield on Saturday, 4/5/08, indicates there is continuing discussion in this team RE their approach to compliance in this area, so we need to remain flexible on this front and be sure to refer any/all questions to Dennis Jones.]**

#### 4) Meetings with deans

**Meetings going very well and conclude next week.**

**So far, deans are planning to add assessment as a regular agenda item in department-head meetings.**

**Suggestion was made that it would help if assessment also becomes a regular agenda item for the Deans Council. Gay Wakefield will share this suggestion with Karen Murray.**

5) COBA assessment meeting 4/11

**Sankar Sundarrajan shared the planned agenda for the COBA session, which includes**

**Assessment Committee members from COBA and Gay Wakefield.**

**Other colleges are welcomed and encouraged to plan assessment training activities for their faculties, and Gay Wakefield remains available to aid in any way she can.**

6) Schedule for remainder of 2007-08 WEAVE information entry

**Copies handed out in meeting**

**Discussion RE fact that it is essential to involve faculty/staff in each program during the Analysis and Action Plan portions of the assessment process in June, so that those sections can be entered into WEAVE by July 1. Those discussions may take place in any form that each college chooses, in person or electronically. George Mollick is available to assist in electronic meeting organization.**

**Discussion RE some departments wanting to continue data gathering into the summer— Heads of any programs wishing to do so should be advised by their Assessment Committee representatives to seek Karen Murray's immediate approval for deadline extension, providing full justification on a case-by-case basis.**

**Recommendation was made that such programs might consider reporting baseline information for 2007-08, or may choose to include Summer 2007 (rather than Summer 2008) in this year's reports.**

**Suggestion to re-title WEAVE schedule to stipulate June 1, 2007-May 31, 2008 as the reporting period. Gay Wakefield did so, and revised version is attached for immediate distribution by committee members throughout their colleges.**

**Discussion RE upcoming implementation of Microsoft Sharepoint software at TSU to facilitate dialogue and fact that it could be very useful for June discussions among program faculty/staff. Denise Martinez is in contact with George Mollick about this new technology and agreed to pursue the possibility of getting Sharepoint setup for assessment use, as well as requesting that George provide a demonstration at our next Assessment Committee meeting.**

7) Dept. chair rep's—Please share this info with all department heads in their colleges ASAP

**Discussion RE need for department-chair members of Assessment Committee to make sure their college cohorts are kept abreast of all assessment schedules, activities, and deadlines on an ongoing basis.**

8) Other business

**Discussion RE confusion in one college RE the April 1 deadline for assessment plan revisions and opinion that this confusion made holding to the April 1 deadline unfair.**

**Followed by observation that other colleges had followed through and that reminders about the April 1 deadline, about Assessment Committee members sharing with their college's department heads the committee reviews of their assessment plans during the week prior to Spring Break, and about the need for department-chair members of Assessment Committee to alert their college's department heads regarding these activities and deadlines was discussed in the Assessment Committee's March 7 meeting and in minutes distributed following that meeting (as quoted below).**

**Discussion that this college's Assessment Committee members have just started sharing assessment-plan reviews with department heads in their college, while some of those departments already are conducting measures stipulated in their plans—this may be troublesome if the plan reviews indicate changes are needed in those measures.**

**Reminder that one of the primary reasons for having department-chair members on the Assessment Committee is to assure that assessment information, deadlines, etc., are shared quickly in each of the colleges, in a manner effective for each college and its faculty.**

**Notations pertaining to this item, as quoted from the Assessment Committee's March 7 meeting minutes, distributed 3/10/08, appear below (yellow highlighting is original to March 7 minutes):**

...

3. Dept. chair rep's—assessment info to all dept. heads in college

**Department chairs on the assessment committee need to make sure their college cohorts are kept abreast of assessments needs and developments at TSU. Most immediately, they need to provide the heads-up that assessment plans have been reviewed and that revision needs will be shared with them by their college's assessment rep's before spring break, so departments have a chance to make revisions prior to results being shared with their dean at the end of March.**

...

5. Assessment-plan review reports

Copies to Wakefield & college rep's

**Those members who didn't distribute their review copies at the meeting need do so (as detailed below) **by noon on Tuesday, 3/11**, so that all committee rep's will be able to meet with their college department heads this week.**

**Wakefield gets the original and a copy that will go to dean at the **end of March**.**

**Committee college rep's get a copy of each review of their college's plans so they can share them with their college's department chairs **before spring break**. The two committee rep's from each college will decide between them how best to accomplish this in their college.**

Next phase: Rep's meet with dept. chairs right away RE revisions by 4/1

**Department chairs on the assessment committee need to make sure their college department heads get the heads-up **before spring break****  
**RE:**

- 1) **Results of the assessment-plan reviews,**
- 2) **Need to complete revisions no later than April 1, and**
- 3) **Deans being updated by Wakefield in late March RE their college assessment plans. [NOTE: These meeting were delayed to early April to allow department chairs to meet the April 1 deadline prior to Wakefield's meetings with deans.]**

**The week after spring break, college rep's plan to prod any department chairs who have not yet started revisions so they can still make revisions before Wakefield meets with deans. The rep's will decide which of them will contact whom.**

6. Other business

**Final versions of the review rubric and instruction pages for the WEAVE manual will be distributed for sharing with department chairs and deans **this week** [NOTE: Electronic files of these documents were distributed in the same e-mail with this set of minutes, on 3/10/08, for committee-member distribution within their colleges].**