

Assessment Committee

Minutes

May 2, 2008

Attending 5/2: Melissa Becker, Sankar Sundarrajan, Janet Whitley, Jason LaTouche, Sue Cullers, Carol Thompson, Teresa Davidian, Jill Burk, James Pierce, Raja Iyer, Gay Wakefield

- 1) Carol Thompson is new faculty representative to the Assessment Committee, replacing Elaine Evans who served TSU for five years of assessment activity.
- 2) CLA Update

Absolute minimum for CLA processing = 50
Extended deadline until Friday (4/25) so we could entice more students
Got 50th test on Friday!
- 3) Compliance Committee Update

E-mail message from Dennis Jones received day after last meeting indicated continuing discussion in that team RE what approach to take
Sankar Sundarrajan added that another department chair informed him, the day before the deadline on the forms, that he called Dennis Jones for clarification and learned the plan for the forms had been canceled.—General concern on committee that word of this did not get to most department chairs.
All questions—Refer to Dennis Jones
- 4) Report on meetings with deans

Meetings went very well
Commitments for stronger focus on, and support for, assessment in future
Karen Murray & Brad Chilton agreed that assessment will get stronger focus in Deans Council—regular agenda item (Thanks for the suggestion, Jane!)
Some expressed interest in attending our meetings and our open invitation was reiterated.
Agendas and minutes are being shared with deans, starting 5/2.
- 5) Report on COBA assessment workshop

Faculty input/interest kept it going longer than anticipated, even on a Friday afternoon—lots of faculty involvement, including questions from Killeen group via teleconference.
Raja Iyer reported 100% attendance by both Stephenville and Killeen campuses (meeting was teleconferenced).

Gay Wakefield overheard clusters of faculty talking about possibilities for measures as she left.

COBA session spurred interest with other deans for similar activities in the fall—Don't be surprised if called upon to participate—Sankar Sundarrajan, Raja Iyer, and Sue Culler offered suggestions and observations based on the COBA session and on Sue's follow-up WEAVEonline sessions with faculty from two COBA departments.

6) Report on Sharepoint

Denise Martinez informed Gay Wakefield that Sharepoint is not yet operational at Tarleton and might not be online in time for assessment use this summer.

Members and deans voiced disappointment, but George Mollick is willing to help any department/college set up online discussions in other formats.

7) Summer Assessment Activities

Members determined a special meeting was needed to develop more detailed WEAVEonline guidelines and/or rubrics for completing the Findings, Action Plan, Analysis, and Annual Reporting sections in WEAVEonline. Deans agreed to provide input in that meeting so that program heads will have better guidance RE what is expected of their WEAVE input this summer.—Members agreed to meet Monday (5/5) at 11:00 AM in Admin. 208; lunch will be served.

James Pierce addressed the need for deans to review what their department chairs enter this summer on WEAVEonline and suggested that, once the guidelines are developed, Deans' Council needs about a two-hour workshop on the topic. Gay Wakefield will pass the recommendation on to Brad Chilton.

James Pierce also suggested that it would help users to have a button available on TSU's WEAVE page linking to the Tarleton WEAVE manual. Gay Wakefield said she will ask Brad Chilton if that is possible.

Carol Thompson asked if course assessment will be incorporated into WEAVEonline. Gay Wakefield responded that she does not know precisely what will be included in the WEAVEonline Mapping section when it comes online this summer, but will ask Brad Chilton that question.

Gay Wakefield mentioned that, in her department's final meeting of the year, it was announced that faculty groups were forming to review/revise master syllabi and it was agreed in that meeting to add each course's assessment relationship to its master syllabi. She suggested that other departments might wish to do the same. Members asked if the Assessment Committee can make changes to the master syllabus template. Gay Wakefield responded that any committee recommendations will be passed on to Academic Affairs. It was suggested that master syllabi also should include a statement reminding faculty to include the current disability services statement on all course syllabi, along with notice RE where that statement can be found. It was recommended that all master syllabi for Tarleton should be available online. Gay Wakefield was asked to draft a template and a sample for committee review/revision/recommendation.

James Pierce echoed other deans' statements, in meetings with Gay Wakefield, when he suggested that Tarleton develop a budgeting format template to guide inclusion of assessment information in departmental and college budgets. Gay Wakefield indicated she had carried that message to Brad Chilton and will do so again.

8) Assessment Schedule for June 2008-May 2009 (see next page)

Karen Murray and Brad Chilton significantly are expanding the schedule items to be included.

Karen Murray told Gay Wakefield she wants to review the schedule with Deans' Council prior to sending it to Assessment Committee.

Gay Wakefield will forward the schedule draft for discussion when available.

9) Dept. chair rep's—Please share info from this meeting and the Monday meeting to all dept. heads in college.

10) Other business

Farewell to Sue Cullers postponed until August, when Assessment Committee plans to celebrate the service of Sue and of Janet Whitley at a nearby establishment.