

EASTERN KENTUCKY UNIVERSITY

MEETING: Assessment Committee **DATE:** February 26, 2003 **TIME:** 1:00 p.m.

: MINUTES APPROVED

PRESENT: Karen Carey, Catherine Clement, Paul Erickson, Carole Garrison, Gary Kuhnhenh, Margaret Lane, Mike Reagle, Mike Roberson, James Street, Elizabeth Wachtel, James Wells

ABSENT: Robert Adams, Gary Cordner, Jim Conneely, Judy Lindquist, Laura Melius, Doug Robertson, Stacey Street, Graham Trimble

Minutes from the January 29, 2003 meeting were approved.

REVIEW MISSION AND MAJOR GOALS APPROVED AT LAST MEETING

Mike Roberson distributed copies of the committees revised mission, major goals, definition and key factors.

PROPOSED AMENDMENTS TO OUR MISSION AND MAJOR GOALS

Mike Roberson distributed copies of the proposed amendments to the document. Amendments were passed. Shelia Adams will forward the document to Acting Provost, Mark Wasicsko.

ACTION PLANS FOR ADDRESSING OUR MISSION AND MAJOR GOALS

Karen Carey asked for suggestions on how to evaluate academic and administrative offices in assessment since only academic programs are included in the program review process. The committee agreed to review all unit assessment plans in TracDat to evaluate assessment for academic and administrative offices.

The committee agreed to begin immediate work to design comprehensive plans, and develop and recommend standards. All plans in TracDat will be printed for academic and nonacademic units. The committee will review the plans using a guide to determine if the plans include the following criteria: learning objectives, plan to collect information and criteria for evaluation. Committee will emphasize that academic units focus on student learning. Stacey Street will lead non-academic groups and Karen Carey will lead academic groups.

Dr. Wachtel suggested an evaluation tool be developed with a scale of excellent/acceptable/needs improvement and comment boxes for the committee to use when reviewing TracDat plans. Mike Roberson, Karen Carey and Stacey Street will work on a draft evaluation tool and e-mail to committee members for feedback before the March meeting. Upon completion, the evaluation tool will be distributed to the EKU community along with dates the TracDat reports will be printed.

The committee agreed on the following timeline:

Spring Semester: Committee will inform ECU community that TracDat plans will be printed before March 26, 2003 with the understanding that the plans are in DRAFT format. The plans will be reviewed by the committee and returned to units with feedback of the plan.

Fall Semester: Committee will print TracDat plans on October 17, 2003 for a true review.

Karen Carey and Stacey Street will discuss this process with Deans at the Provost Council next Wednesday. Carole Garrison will discuss this process with department chairs.

SUBCOMMITTEE REPORTS

CAAP: Gary Kuhnenn distributed copies of a comparison of ECU Seniors and Juniors enrolled as Freshmen with national norms on the Collegiate Assessment of Academic Proficiency, a test of general education developed by ACT (see attached). After a brief discussion the committee agreed for the General Education Committee to work on the general education assessment process. Gary will share the Assessment Committee's desire to have a working relationship with the General Education Committee and our keen interest in their progress.

Graduating Senior Survey: Carole Garrison reported for the subcommittee (see attached).

National Survey of Student Engagement (NSSE): Elizabeth Wachtel reported that the subcommittee has met with Stacey Street and divided into additional subcommittees. The entire subcommittee will meet again Monday and report to the committee in March.

Alumni Data: Karen Carey reported that each member is reviewing data and the subcommittee will meet again Friday.

NEXT STEPS

The next meeting will be held **Wednesday, March 26, 2003 at 1:00 p.m. in Library 201.**

Adjournment – the meeting was adjourned at 2:32 p.m.

Submitted by Shelia Adams