

EASTERN KENTUCKY UNIVERSITY

MEETING: Assessment Committee **DATE:** November 30, 2001 **TIME:** 1:30 p.m.

: MINUTES APPROVED

PRESENT: Terri Cox, Paul Erickson, Carole Garrison, Gary Kuhnhenh, Judy Lindquist, Mike Reagle, Mike Roberson, James Street, Elizabeth Wachtel, James Wells

ABSENT: Robert Adams, Karen Carey, Catherine Clement, Gary Cordner, Lucas Hammons, Margaret Lane, Laura Melius, Sandra Moore, Doug Robertson

- (1) Minutes from the October 26, 2001 meeting were approved.
- (2) Stacey Street reported for the content workgroup working on the EKU Survey of Undergraduate Degree Candidates. Mike Reagle joined the workgroup. The workgroup is reviewing the department survey questions. Carole Garrison suggested the workgroup consider using TracDat to store data from the survey.

James Wells reported for the process workgroup. The workgroup reviewed SPSS software capable of sending the survey on-line, storing data and generating a report. An administrative assistant whom completes the survey process for a college also viewed the software. A three-day SPSS software training will be planned in January. Software will be effective for use in Academic year 2002-2003.

The content and process workgroup will meet together before the January meeting.

- (3) The Strategic Planning & Budgeting Council suggested the assessment committee develop samples of Key Performance Indicators for the University Strategic Plan. A draft of the plan that includes examples of the Key Performance Indicators will be forwarded to the committee the first week of January. Committee will respond back to the Council the Key Performance Indicators the university should be monitoring.
- (4) The committee will schedule a series of small group workshops to discuss the content of assessment plans. The workshops will be held the week of January 28 and February 4. Anyone interested in meeting with a committee member before the workshop may do so.
- (5) There may be some dollars from the institutional effectiveness account available to provide a modest stipend and support individual faculty and departments in assessment efforts.

Dr. Wachtel suggested the stipend be used to pay EKU individuals interested in training other faculty/staff on assessment. Committee members were asked to send their ideas of meaningful ways the money should be used.

Carole Garrison suggested the stipend not be distributed until after the group turned in what they produced.

- (6) Carole Garrison suggested the committee acknowledge, by letter, the areas that met the November deadline set by the committee.
- (7) Stacey Street will gather feedback from TracDat users.

Meetings for Spring 2002 will be held in the Martin Room on the following dates:

Friday, January 25, 2002 from 1:30 – 3:00 p.m.
Friday, February 22, 2002 from 1:30 – 3:00 p.m.
Friday, March 29, 2002 from 1:30 – 3:00 p.m.
Friday, April 26, 2002 from 1:30 – 3:00 p.m.

Adjournment - There being no further business, the meeting was adjourned at 2:35 p.m.

Submitted by Shelia Adams