



## EASTERN KENTUCKY UNIVERSITY

### University Assessment Committee

November 12, 2003

2:00 p.m.

#### □ MINUTES APPROVED

**PRESENT:** Adrienne Bauer, Paul Erickson, Jo Ann Ewalt, Carole Garrison, Claire Good, Margaret Lane, Laura Melius, Mike Roberson, Stacey Street, Janna Vice, Sherrita Rowe (note taker)

**ABSENT:** Catherine Clement, Laura Koppes, Judy Lindquist, Mike Reagle, Doug Robertson, James Street, John Wade, Peifeng (Allen) Yang

- Stacey Street called the meeting to order at approximately 2:04 p.m.
- Minutes from the September 30, 2003 meeting were corrected.

#### **INFORMATION UPDATE AND DISCUSSION**

Strategic Planning Committee Update- Carole Garrison, Stacey Street, Laura Koppes, and David Sefton met regarding the role of the Assessment Committee. One important point that David Sefton brought out during the meeting was that we should not only look at academic units, but that we look at objectives from the support units. Carole suggested that we teach all reporting units how to use the format for student learning objectives. Carole stated that ultimately TracDat will be a receptacle for SACS accreditation.

#### Assessment Committee Time Line of Activities AY2004

Stacey Street informed the committee of the planned activities for academic year 2004.

#### **November 2003**

- Stacey Street plans to train IR graduate students and Adrienne Bauer on TracDat.

#### **December 2003-February 2004**

- Stacey Street, Adrienne Bauer, and IR graduate students will provide one-to-one technical assistance to departments regarding entering their strategic plan into TracDat.

#### **February 2004-March 2004**

- Assessment Committee members will provide feedback to departments, as needed on student outcomes and assessment methods.

A discussion ensued on whether to review plans at the college level or review plans at the reporting level. Carole Garrison suggested that the reporting units self assess their progress to determine in which areas they need assistance. She stated that we should work first with the planning units not the reporting units. Laura Melius & Jo Ann Ewalt proposed that we should develop a quick check list to give to the dean's and then the dean's can distribute to their chairs. Stacey Street announced that Carole Garrison and herself have drafted a letter to go out to the chair's, but are waiting to meet with Laura Koppes to finalize.

An assessment evaluation sub-committee was formed. Carole Garrison, Laura Melius, and Mike Roberson volunteered to assist Stacey Street in developing criteria for assessment plan

evaluation. Stacey Street stated that the feedback was originally scheduled for December 31, 2003, but has been extended until January 2004.

Janna Vice opened a discussion regarding the major goals listed in the Assessment Committee's Charge which was last revised February 26, 2003. She speculated if we are currently using the major goals as guidelines. Mike Roberson inquired if we were still performing #6 of the major goals (*To annually review campus assessment processes as a whole and to make recommendations for improvement as needed*)?

Carole Garrison stated that she will address the six goals outlined in the Assessment Committee Charge with Laura Koppes. She also reiterated the suggestion that we should interface at the planning unit level by developing assessment planning criteria, assisting reporting units with TracDat training, and providing technical assistance as required.

### **SUBCOMMITTEE REPORTS**

Stacey Street discussed the progress of the Alumni Survey, CAAP, Graduating Senior Survey, and the NSSE Subcommittee's.

Alumni Survey- Some individual group members of the Alumni Survey subcommittee continued examining specific questions across two surveys during summer 2003. The committee has not yet reconvened.

CAAP- The CAAP subcommittee compared ECU students to national norms and found no statistically significant differences. Responsibility has been transferred to IR staff and the General Education Committee.

Graduating Senior Survey- The Graduating Senior Survey subcommittee provided recommendations on the presentation format of survey results. Responsibility has been transferred to the IR staff.

NSSE- The NSSE subcommittee examined a series of specific questions with the goal of determining patterns of need. Responsibility has been transferred to the IR staff.

### **NEXT STEPS**

The next meeting will be held Wednesday, December 10, 2003 at 2:00 p.m. in the Martin Room of the Coates Building.

Adjournment – the meeting was adjourned at 3:23 p.m.

Submitted by *Sherrita Rowe*