

Institutional Effectiveness and Assessment Committee
Meeting Minutes
November 14, 2003

The meeting began at 11:00 a.m. in the Rondthaler Room of the Hunter Conference Center.

Present: Renee Ballinger, Steve Barney, Carolyn Heaton, Brian Hoover, Marsha Lundgren, Susan Peterson, Mike Richards, Julie Simon, Abe Harraf and Bonny Rayburn.

Excused: John Groesbeck and Deb Hill.

I. Remarks from Provost Harraf: Abe gave a quick overview of the accreditation visit and listed the following concerns stated by the evaluation team:

- assessment of general education as a whole
- assessment of continuing education and online courses. (Someone from the School of Continuing and Professional Studies will be asked to serve on this committee to help alleviate this problem.)
- specific course outcomes measurement, regardless of who's teaching the class (Course outline form being drafted)
- graduate program assessment (Drafting graduate faculty handbook and graduate faculty profile)

Accountability is the bottom line. The Strategic Planning Committee is working on the University's mission, vision & goals along with the strategic plan. The mission and vision are to be finished in December. When this has been completed, the vice presidents (academic and non-academic) will be asked to write a mission and vision statement for their area that will support that of the University. The colleges and schools will then be asked to do the same for their area, followed by each department. This will document the trickle down effect and how all areas are ultimately driven by the mission, vision and goals of the University.

Once all of this is in place, the assessment components come into play at each level. Abe recommended that this committee hold off on assessment until the first step is done to avoid having to repeat the whole process. The issues that need to be addressed at this time are the course issues and general education. A chair will be selected for the general education subcommittee of the curriculum committee next week. There will be a major overhaul of general education, not with this coming catalog but the next. Once the general education curriculum has been designed, it can be assessed. To address the course issues, each department needs to start working on a course outline for their courses. A draft of this form will be sent to you FYI. Once this step has been completed, this committee can help them determine what assessment tools will most effectively measure the curriculum.

II. Building/revising an efficient plan for systematic assessment, data analysis and decision making: Mike further reviewed the accreditation evaluation team's visit. He stated that they had made six recommendations that need to be responded to by the University. One of them reads as follows: "*Although the campus has demonstrated impressive progress*

toward establishing a process and a culture supportive of assessment of student learning, the accreditation team recommends that the institution fully implement the assessment plan to demonstrate the use of assessment findings in the policy and decision making of the institution."

Committee members reviewed a list of items provided to the accreditation team during their visit and things done prior to the accreditation visit. Mike asked committee members to review the list of issues listed on the back of the agenda and get some idea what they'd like to tackle first.

- III. Next meeting: The committee agreed that they should meet once a month starting the beginning of spring semester. Bonny will be contacting you for your schedules. At the first meeting there will be a discussion on the course outline form. There will also be an update on the strategic plan from committee members who serve on both the Strategic Planning Committee and this committee.
- IV. Meeting Adjournment: The meeting was adjourned at 11:50 a.m.