

University Assessment Committee Meeting Minutes  
January 27, 2004  
KL 430

**Present:** Dr. Carol Waters, Dr. Ron Anderson, Dr. Jeff Cass, Ms. Conchita Hickey, Dr. Ned Kock, Dr. Bing Lin, Dr. Juan Lira, Ms. Veronica Martinez, Dr. Bonnie Rudolph, Ms. Mary Treviño, and Mr. Rodney Webb.

**Agenda:**

1. Use of Results
2. SACS Day
3. Status of Fall Assessment -- Jeff Cass
4. Spring Assessments - Veronica Martinez
5. Spring Meetings

**Proceedings:**

- Dr. Waters asked committee members to let her know when would be appropriate times to meet.

**1. Use of Results**

- Dr. Cass mentioned that assessment plans for academic units have been approved. He also announced that assessment reports for academic units should be submitted to him by February 13, 2004. Reports must include a summary of the data collected in the Fall 2003 term and an explanation of how the results will be used. Dr. Cass also stated that assessment reports for administrative units are due to Ms. Martinez by July 15, 2004. Both Dr. Cass and Ms. Martinez stated that they would inform the TAMIU community through e-mail of the dates that specific reports should be submitted to each of them.
- Dr. Waters stated that once reports are submitted to Dr. Cass and Ms. Martinez, respectively, subcommittees of the University Assessment Committee will be formed to review these reports and provide feedback to the preparers, as needed.
- Since the assessment process is ongoing, Dr. Waters mentioned that it is important for everyone to continue to collect, examine, summarize, and then use the assessment data each semester to help us improve the quality of services we are providing as a University. Such a practice will also enable us to prepare our assessment reports more efficiently.

## 2. SACS Day

Dr. Waters announced that SACS Day, which has been designated as April 21, 2004, is designed to help the TAMIU community focus specific attention on SACS - related matters. Classes may be cancelled on this day, unless a professor is assessing students at this time. Any testing needed for SACS can be conducted on this date. Time can also be set aside to hold general and small group meetings to address specific SACS issues, e.g., interpreting test data, summarizing it, and determining how it can be used to facilitate program improvement.

## 3. Status of Fall Assessments

- Dr. Cass reported that assessment reports for the academic units looked pretty good. He suggested that preparers of reports be direct and specific about the criteria that will be used to assess students' performance. He provided the following example: A statement such as *Students will observe physical fitness activities*. lacks specific criteria that can be used to assess the quality of the observation done by the students.
- As part of TAMIU's Quality Enhancement Plan (QEP), which is focused on the development of written communication skills, it was agreed that writing assessments should be conducted in University classes and that students should receive meaningful feedback to help enhance their writing proficiency.
- Dr. Cass reported that Dr. Evelyn Posey, who is a writing expert, will be on campus on February 6, 2004 from 1:30 to 4:30 p.m. to lead a Writing workshop in an effort to help the TAMIU community develop its QEP. Dr. Posey's 45-minute presentation will be followed by breakout sessions, during which time departments will explore ways they can use to address writing issues. Following these sessions, those in attendance will return to the large group setting to share the results of their discussions.
- Different academic program reports were presented and discussed, including different means being used to assess reading, writing, and mathematics. During this discussion, Dr. Cass mentioned that students seem to be having difficulty passing the University writing assessment because their essays lack development of ideas.
- Given the importance of the SACS initiative, it was recommended that department chairs explain the SACS process to adjunct faculty to help them understand how they can contribute to the success of this initiative. It was further recommended that an adjunct faculty handbook be prepared and shared with these individuals. Among the items to include would be those related to SACS and other relevant information.
- Dr. Waters and Ms. Treviño agreed to collaborate after February 15, 2004 to prepare a draft of the guide for adjunct faculty. They will also seek input from department chairs and deans, as well as the University Faculty Senate. Before being published, this document will also be reviewed by legal

counsel to insure that it is consistent with TAMIU and Texas A&M University System policies. This handbook will be prepared in such a way that it can be updated as needed.

#### **4. Spring Assessments**

Ms. Martinez asked committee members to contact faculty who are scheduled to administer discipline specific examinations during the Spring 2004 term and to let her know by February 20, 2004 the names and quantity of the examinations that will need to be ordered. It was recommended that these examinations be administered on April 21, 2004, which has been designated as SACS Day on campus.

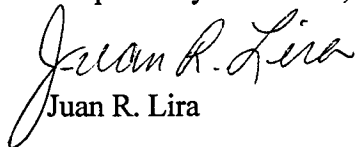
During the ensuing discussion, it was mentioned that Political Science 2306 is the course through which students' reading ability is assessed, whereas College Algebra is the means utilized to evaluate students' understanding of mathematics as part of the core curriculum. Mathematics majors are evaluated through an examination administered during their senior year, while students in the College of Business Administration are required to take a common core of business knowledge examination. Students seeking some type of educator certification must take and pass the appropriate Texas Examination of Educator Standards (TExES).

#### **5. Spring Meetings**

Dr. Waters mentioned that the University Assessment Committee will need to meet on a more regular basis in the Spring 2004 term to address several important issues, including reviewing assessment reports prepared to date and providing meaningful feedback to the preparers, as needed. She will provide additional information regarding times, date, and places for these meetings shortly.

With no further business to discuss, the meeting was adjourned.

Respectfully submitted,

  
Juan R. Lira