

University Assessment Committee
Meeting Minutes for February 18, 2003
KL 430 at 12:30 p.m.

DRAFT

Present: Carol Waters, Chair; Ron Anderson, Willie Cargill, Jeff Cass, Conchita Hickey, Sushma Krishnamurthy, Veronica Martinez, Linda Medearis, Betty Momayezi, Bonnie Rudolph, Mary Trevino, Rosa Maria Vida, Rodney Webb.

Dr. Waters called the meeting to order and distributed the minutes for the meeting on Nov. 22, 2002, but postponed review and approval since not all members had arrived. She reviewed the charge of the Committee, stating that its purpose is to make sure that academic and educational support programs be assessed. She reviewed the Committee's work in the Fall Semester which was essentially to review assessment plans submitted by the various campus units. She then asked the Committee how the members thought we should proceed in the Spring to assure that assessments be done. Dr. Cass replied that Dr. Jones had asked him to contact department chairs to confirm that they are carrying out the assessments. The Committee agreed that this process should be used to collect information from the units such as dates and executive summaries of the assessments to help us fulfill our oversight responsibilities. It was suggested that Dr. Cass devise a form to solicit that information.

Dr. Krishnamurthy asked if any revisions of assessment plans need to come back to the Committee for review. Dr. Waters answered affirmatively. The revised plans should be submitted on the Nichols assessment forms.

Dr. Cargill stated that he believes a meeting with department chairs would be helpful to discuss how assessment is going and to share information. He also asked if all assessment results would be compiled into one large archive. Mary Trevino replied that all of the assessments will be put into electronic format and placed on the Web. It will be helpful to have material submitted electronically to facilitate that process. Veronica Martinez will be responsible for maintaining these central files. However, the visiting team will come to campus with an agenda of concerns developed by the off-site team that reviewed our documentation submitted via the Web. The visiting team will most likely visit directly with departments in following up on concerns and chairs may wish to have information in their departments related to their assessments.

Conchita Hickey noted that the CAAP exam, a national reading exam that will be used for core assessment, has a provision for 9 locally generated questions. Everyone agreed that the University Assessment Committee is the right place to develop those questions. The Committee will devote our next meeting to developing those questions. Conchita will inquire as to how soon those questions will be needed. Jeff Cass noted that he had done a cost projection for 2 years of assessment and estimated a cost of \$30,000 including \$18,000 for the CAAP and another \$12,000 for degree programs that have chosen to use national exams.

There was discussion about how we get students to participate in assessment exams and Conchita

Hickey noted that she plans to have Dr. Keck write a letter to encourage students to participate in the CAAP exam. A conversation ensued that we should be prepared to inform students about how the results of these exams will be used. That conversation revealed that there is no problem with the reports on the assessments that will include only aggregated data, but that there are security and confidentiality issues with the individual results which will need to be archived for documentation purposes.

Dr. Cargill asked if all staff areas had completed their assessment plans. Veronica Martinez noted that there are some that have not been finalized, but that she is following up on this.

Veronica Martinez previewed the visit of Dr. and Mrs. Nichols, assessment consultants, which is scheduled for Thursday-Friday, February 27-28. An outline of scheduled meetings is provided at the end of these minutes. The Nichols are scheduled to meet with the University Assessment Committee on Thursday, 9:00-11:00 a.m. in WHT103. Dr. Nichols has asked that the Committee send him the assessment plans that gave the most difficulty in developing, so that he can review those with us. Dr. Cass suggested that the following types of assessments be selected: those which consist of "composite assessments" contributed by various faculty such as the case of Math and Sociology; assessments involving "oral exams" where that term doesn't seem well defined and some degrees which have not decided on which national exam to use. Mrs. Martinez asked Dr. Cass to provide her with a specific list of assessments in those categories. There was discussion that some hesitance to choose a specific national exam may relate to the misconception that the exam cannot be changed once it has been tried and reviewed. Changes of exams are permitted based on experience.

There was also a discussion of how to handle assessment of new degree programs, since they may not yet have any significant enrollment and certainly for the first couple of years no students who have reached the senior level when assessment would take place. There is no requirement to assess until there are seniors. In the case of low enrollments in which some types of assessment data would not be statistically significant, it was suggested that alternative types of assessment be used such as port folios and interviews.

The next meeting of the University Assessment Committee will be on Tuesday, March 4, at 12:30-2:00 p.m.

Minutes respectfully submitted by Rodney Webb.