

Minutes
University Assessment Committee
3/2/04

Present: Ron Anderson, Jeffrey Cass, Bin Lin, Veronica Martinez, Bonnie Rudolph, Carol Waters, Rodney Webb

Absent: Susan Baker, Conchita Hickey, Ned Kock, Dan Mott, Betty Momayezi, and Mary Treviño

1. Carol Waters called the meeting to order. Brief discussion of previous meeting's minutes ensued. Bonnie Rudolph made a motion to accept the minutes as presented. Jeffrey Cass seconded the motion. The motion passed unanimously.

2. Status of the Reports. Veronica Martinez informed the group that the AES reports for 2003 have been completed; those for 2004 nearly so. There is a new and easier-to-use template, which is available online. The University mission statements have been filled in for academic and administrative use, thus standardizing the submissions. Ms. Martinez also reported on the examinations she has ordered for the academic units. She has ordered the tests for several departments, including those for business degrees, English, Social Science, and Criminal Justice. Dr. Lin wished to know if the analysis of the exams were broken down by category. Ms. Martinez replied in the affirmative but warned that five students had to complete the examination before the testing service would provide that kind of analysis.

3. SACS Week. Dr. Cass reported about the decisions that the chairs and the deans made regarding the implementation of SACS week (April 19-23). Cass referred to the plans that each College has devised in order to make use of the allotted time given over to accreditation during that time period. Dr. Waters suggested that the Administration inform the faculty a bit earlier about any future 'SACS weeks', specifying dates so that faculty could make appropriate plans on their course syllabi. Dr. Cass said he would pass along the suggestion.

There was some discussion about problems that colleges and universities were having in the reaffirmation process, notably UT Arlington and Auburn. Dr. Waters requested that Dr. Cass research the reasons behind the problems that UT Arlington was facing.

4. Fall 'Use of Results'. Discussion turned to Core assessments. Dr. Cass gave out examples of what the final versions for the institution's Core assessments might look like. He urged the Committee charge Ms. Treviño's subcommittee with reviewing the data, bringing some recommendations to the full committee, and then discussing how to finalize the assessment reports. Dr. Anderson wished to know if there were subscales that identified the problem areas for General Education program. Dr. Waters added that we should perhaps reconsider whether or not we should even have national benchmarks for students taking standardized examinations such as the CAAP. She further said, the University needed to develop an appropriate benchmark, devise strategies for reaching it.

She said that we ought to consider increasing both the mean score for out students while decreasing the variation. Dr. Waters also said that it was problematic for the University to include transfer students in the consideration of the Core assessments.

Dr. Cass finally informed the group that most of the assessment reports had been completed in the programs, except for the College of Business, which had yet to turn in a final report for Fall 2003 for any of its programs.

4. Subcommittee Reviews. Dr. Waters wanted the subcommittees to begin work, for the first time, in evaluating the “use of results” for the academic programs and administrative units. She suggested a format for the next meeting that would use case studies. Each subcommittee would review its materials and provide for the full committee a report that engendered discussion about the use of results and whether or not those results were tied back to program in concrete and specific ways. The Core Curriculum subcommittee will review all General Education data, especially CAAP data, and bring a report to the committee. Dr. Cass said he would request that the Language and Literature department review the writing data for the University Writing Assessment.

5. Next meeting. Dr. Waters tentatively scheduled the next meeting for March 24th at 9:30 a.m. in KL 430. She would send out a notice confirming the date and time.