

**University Assessment Committee  
Meeting Minutes  
March 30, 2004**

Members Present:

Anderson, Ron	Lin, En-Bing
Baker, Susan	Lira, Juan
Cass, Jeff	Martinez, Veronica
Hickey, Conchita	Rudolph, Bonnie
Kock, Ned	Water, Carol

Members Absent:

Mott, Dan  
Trevino, Mary  
Webb, Rodney

The meeting was called to order by Dr. Carol Waters at 9:30 a.m.

The first item on the agenda was the review of the minutes from the previous meeting. After minor editorial corrections, the minutes were unanimously approved.

Dr. Jeff Cass announced that he was unable to obtain information for the committee on UT-Arlington, but will do so for the next meeting. Dr. Cass also announced that plans are currently underway to host Dr. Gerald Lord from SACS on our campus the first week of May.

Dr. Waters inquired about setting a better meeting time since not all committee members can attend the meetings as presently set. After reviewing several options, the committee agreed to meet on Thursday afternoons. The next meeting was set for Thursday, April 8, at 3 p.m. Dr. Waters will send out a notice with a meeting location to all committee members.

The second item on the agenda was the discussion of SACS Week (April 19 to 23, 2004). Dr. Cass has received information from all the departments regarding the activities they are planning during this week. Dr. Waters reminded the committee members that it would be beneficial for all colleges and departments to receive feedback from the committee before that time to allow them to use the information for their assessment activities during SACS week. Some classes will be cancelled during SACS week to allow for administration of assessments. The schedule will be flexible and will be up to the discretion of the department chairs.

Subcommittee reports was the next item on the agenda. Dr. Waters stated that all the subcommittees have been meeting for the past two weeks to review the use of results. The first subcommittee to report was Degree Programs. Dr. Jeff Cass handed out several samples of academic assessment plans including Psychology (Bachelor's Degree), School Counseling (Masters Degree), Early Childhood Education Bilingual (Bachelor's Degree), Mathematics (Bachelor's Degree), History with 8<sup>th</sup> to 12<sup>th</sup> Grade Certification (Bachelor's Degree) and Criminal Justice (Bachelor's Degree).

The first plan reviewed was the Bachelor's Degree in Psychology. The subcommittee felt that this was a very good model to use for reference. The institutional mission was used correctly, the outcomes were very specific and doable and the changes made to the program as a result of the assessment was very specific.

The next plan was the Masters Degree in School Counseling. This plan had specific criteria and it made use of the data collected to make changes. Recommendation was made to correct the mission statement.

The committee members suggested that both percentages and numbers be reported on the results.

The third plan reviewed was the Bachelor's Degree in Early Childhood Education. This plan was not specific as to what was being done with the use of results to improve the program. There was discussion between the committee members about possible changes to make the assessment more effective and relative to the objectives. Overall, the committee agreed that this plan made a good case of identifying problems that arise when objectives do not meet the measurements. Also noted was the fact that large, complicated items used for assessments can lead to problems when trying to work on results.

Dr. Cass mentioned that he will send out the Psychology model to faculty as sample. Dr. Waters suggested that he send several models to allow for faculty from different disciplines to identify with the plans.

The last packet reviewed has bits of information from several plans to illustrate some of the issues that have come up within diverse plans. For example: The Bachelor's Degree in Math made reference to "See Section A" or "Refer to Section B". The subcommittee recommended that all information be re-typed in all relevant areas. The respondents need to be specific in the explanations and the data needs to be as complete as possible; the Bachelor's Degree in History (8<sup>th</sup> to 12<sup>th</sup> Grade Certification) indicated "No data available" in one objective. The respondents need to be specific when reporting information and better coordination between departments and degrees needs to be obtained; and the Bachelor's Degree in Criminal Justice did not specify the type of exams used for assessment. The respondents need to be specific about the instruments they are using whether local, state, or national.

The next area reviewed was the Educational Support Programs. Ms. Conchita Hickey reported for her subcommittee. She provided a copy of the General University plan. One of the suggestions made by the committee members was to make sure the objectives and means of assessment were compatible. For example, the objective has "number of" and the data collected shows "percentage of". Another suggestion made was to include the names of the reports used to collect the data.

Due to lack of time, Dr. Waters asked Ms. Hickey to continue her report at the next meeting.

Dr. Waters also asked Dr. Cass to look into funds for providing refreshments as incentives to students participating in assessments during SACS Week. Dr. Baker asked if it was possible to hold a rally for faculty during SACS Week as a reward for all their hard work. Dr. Cass will mention this at the Deans Council and the Executive Council meetings.

The meeting was adjourned at 10:30 a.m. The next meeting will be held on Thursday, April 8, 2004 at 3 p.m.

Minutes prepared by: Veronica G. Martinez