

Minutes
University Assessment Committee
May 11, 2004

Present: Drs. Ron Anderson, Jeff Cass, Ned Kock, Juan Lira, Bonnie Rudolph, Carol Waters, Mr. Rodney Webb, Ms. Veronica Martinez, Ms. Mary Treviño

1. Dr. Waters called the meeting to order. The minutes of the last two meetings will be deferred to the next meeting.
2. Dr. Lord's visit. Veronica reported that based on Dr. Lord's review of materials, the Assessment Reports need work. Assessments must be clear about results. Use of future actions must be revisited and removed. Jeff mentioned that the off-site review committee will assume we have a mature assessment process which is not the case. A preamble will need to be constructed to provide a historical perspective to be added in the Certification Statement. The preamble must provide enough information to justify the case for the current status of Institutional Effectiveness citing the institution's growth, reorganization and other changes. This must be a very persuasive argument to make a difference to the reviewers.

Carol pointed out that in the Assessment Reports 'future' needs to be the immediate future and that we need to close the loop on assessment.

Veronica mentioned the need to update Assessment Reports as results are used. The assumption is that once a report is submitted to meet a deadline, the report is complete.

Bonnie pointed out that there were two issues. (1) How to communicate clearly to the offsite reviewers and (2) How to communicate to faculty, the need to close the loop. She suggested a visual model to close the loop.

To update the assessments, Carol suggested add those actions that were undertaken with the date.

3. SACS Status. Discussion ensued about where we are in the process. The assessments need to be reviewed for missing/incomplete information and documentation. Bonnie suggested Jeff ask David Britton what was the simplest way to provide information to faculty that they have reviewed the assessment with the appropriate date. Ned suggested Web CT be used to load assessments to be reviewed. Jeff suggested we go with the process in place and review over the summer. Carol asked for direction about what to tell the department chairs. Mary suggested we emphasize the need to have the Spring 2004 assessments as complete as possible and then work backwards.

Because standardized test results will not be in until mid June, the deadline for academic assessments depending on standardized tests will be moved to July 1, other academic assessments will abide by the previously published deadline of June 1. Administrative unit assessments will be due July 15. Spring 2004 academic assessments should be

submitted as complete as possible with emphasis on use of results. Fall 2003 and Spring 2003 should then be reviewed for completion in that order. All reports then need to be on the web site for review.

Action item: Jeff will send an e-mail with deadline information and instructions to review Fal 2003 and Spring 2003 assessments.

4. Quality Enhancement Plan. The QEP was revised with suggestions from Dr. Baker and Mr. Garcia. The Leadership Team suggested that plagiarism be removed from the QEP. Research on plagiarism will be conducted but not included in the QEP at this time. To address the timeline in the QEP, each department will asked to designate a faculty member to use the Writing Center for help on a writing project already within the course syllabus. The number of participating faculty would increase each year.

Dr. Lord indicated in his review of the QEP that we were farther along than he had expected.

The Outcomes and Strategies section of the QEP will be restructured for clarity.

The names of consultants to review the QEP with the Off Site SACS Review Team have been identified and Jeff will check for availability.

5. Web page changes have been made to remove the SACS logo, add the Write On logo with a link to the QEP and a more dominant display of the SACS button on the left navigation bar.
6. Dr. Lord recommended that all documentation be on line. Equipment to facilitate the process will be acquired. A list of documents to be scanned will be compiled. The scanner under consideration would convert the scanned documents to PDF files. Jeff will send an e-mail requesting the paper documentation.

Carol asked that we spread the word about the process. Jeff will check on the access to Web CT.

The next meeting will be around July 1. More exact information will be forthcoming.