

University Assessment Committee

October 2, 2003 Meeting Minutes

Members present: Dr. Carol Waters, Chair, Dr. Ron Anderson, Dr. Susan Baker, Dr. Jeffrey Cass, Ms. Conchita Hickey, Dr. Ned Kock, Dr. En-Bing Lin, Dr. Juan Lira, Ms. Veronica Martinez, Dr. Dan Mott, Dr. Bonnie Rudolf, Ms. Mary Trevino, Mr. Rodney Webb

Dr. Carol Waters, Chair, called the meeting to order and had the members introduce themselves. She distributed a handout including the meeting agenda and a listing of the University Assessment Committee (UAC) members with their email addresses, office and telephone numbers. Mary Trevino corrected her office number to KL255 and Conchita Hickey corrected her office number to KL318.

Jeff Cass, SACS Liaison for TAMIU, updated the committee on spring assessments. Many degree programs are already online. These can be found at www.tamtu.edu/sacs. The ID is TAMIU and the Password is SACS2003. When all of the programs have been posted he will ask the faculty to review them. Dr. Cass will be meeting with chairs and deans, but suggested a few ideas to share with faculty as they prepare assessment objectives for the Fall. He emphasized that assessments must be performed each semester. Data from the fall and spring semesters should be available by the end of the summer. Degree programs should target graduating seniors in each semester. The SACS re-accreditation will involve an off-site review of materials on the web and then there will be an on-site visit, which will be in March or April of 2005. In addition to the assessments performed by each department there is also a requirement for an institution-wide "Quality Enhancement Plan" (QEP), which is currently only in the prospectus stage. Writing will be the focus of TAMIU's QEP and the leadership team will be meeting with colleges and educational support units to discuss how we can improve writing. The team will use recommendations of each group to formulate the final plan.

Dr. Dan Mott spoke from the perspective of his experience with the North Central accrediting association. He stressed that accrediting bodies want to see that the assessment program is faculty owned and operated. Accordingly we should be careful to involve faculty closely in this process. He also noted that we may wish to continue working on the polishing of the University Home Page and departmental pages, because SACS will probably examine them.

Veronica Martinez gave a report on standardized tests and administration of assessments. She stated that 12 disciplines had used standardized tests as assessments. Some tests are on hand as surplus from the last testing, but other test publishers require that unused copies be returned. Veronica handles the centralized ordering of exams and has a budget for that purpose. During the past year \$10,514 was spent on standardized exams for the SACS assessments and this year the budget has been increased to \$25,000, because additional disciplines are expected to use exams for their assessments. DEADLINE: Oct. 15 for placing orders with Ms. Martinez for assessment tests.

There are 29 administrative units and 11 educational support units, which conducted assessments in the past year. Most of those have been filed electronically with Ms. Martinez, but she is still receiving the electronic version from a few and expects that to be complete by the day after this meeting.

Dr. Waters provided a handout with suggested subcommittee assignments for committee members, but there were revisions yielding the following assignments and chairs were appointed as noted:

Degree Programs	Core Curriculum	Administrative Support	Education Support
Jeff Cass, Chair	Mary Trevino, Chair	Veronica Martinez, Chair	Conchita Hickey, Ch.
Juan Lira	Bonnie Rudolf	Betty Momayezi	Ned Kock
Willie Cargill	Jeff Cass	Ron Anderson	Carol Waters
Dan Mott	Susan Baker		Rodney Webb
En-Bin Lin			

DEADLINE: Jeff Cass will send out an email advising all departments of the October 27, 2003 deadline to submit assessment objectives and means of assessment for FY2003-2004. These will be submitted on Forms B and C (A has been eliminated) which are available on the TAMIU SACS web pages. These MS Word documents should be submitted electronically and simultaneously via email attachment to Carol Waters, Veronica Martinez and the appropriate subcommittee chair. Subcommittees need to meet and review assessments between Oct. 27, when they are due to the subcommittees, and November 6, which is the next meeting date of the full committee.

Dr. Waters requested that the university registrar provide department chairs with lists of candidates for graduation for the fall in order to facilitate assessment of graduating seniors. Ms. Trevino agreed for this to happen.

NEXT MEETING DATE: November 6, 2003 at 9:00 a.m. KL430