

University Assessment Committee Meeting Minutes
March 5, 2010
WHTC 126

Present: Eduardo Chappa-Leiva, Rosie Dickinson, Stephen Duffy, Fritz Gechter, Peter Haruna, Conchita Hickey, Ken Hung, Balaji Janamanchi, Diana Linn, Juan Lira, Elizabeth N. Martinez, Veronica Martinez J. Agustin Martinez-Samos, John Maxstadt, Ananda Mukherji, Deborah Scaggs, Mary Treviño, Carol Waters, Cassandra Wheeler,

Proceedings

Welcome and approval of the minutes for November 20, 2009

Juan Lira called the meeting to order at 9:35 a.m. and welcomed everyone.

Elizabeth N. Martinez moved and Conchita Hickey seconded a motion to approve the minutes for November 20, 2010. The motion passed.

Update on complete Annual Institutional Effectiveness Review (AIER) reports submitted to integrate@tamiu.edu

Veronica Martinez reported that three departments from the College of Arts and Sciences had submitted their Annual Institutional Effectiveness Review (AIER) reports and that she has been in contact with the other departments that need to submit their reports.

Juan Lira stated that he would send a friendly reminder to the different units requesting that they submit their AIER reports to integrate@tamiu.edu on or before March 12, 2010.

Consideration of proposed Academic Program and Administrative/Educational Support Unit Evaluation Checklists

After extensive discussion, Diana Linn moved and Mary Treviño seconded a motion to endorse the proposed Academic Program AIER Evaluation Checklist with the following modifications:

Change item 5 from: Do the student learning outcomes *measure* what students should know and do?

To: Do the student learning outcomes *state* what students should know *and/or* do?

Change item 12 from: Were the results clearly *reports* and explained?

To: Were the results clearly *reported* and explained?

The motion passed.

Elizabeth N. Martinez moved and Conchita Hickey seconded a motion to endorse the Administrative / Educational Support Unit AIER Evaluation Checklist as presented. The motion passed.

Review of timeline for Department Assessment Committees and University Assessment Committee to complete their work

Those present agreed that the AIER reports should be submitted to integrate@tamiu.edu on or before March 12, 2010. They also agreed with Ms. Hickey that individuals submitting AIER reports should receive some type of acknowledgment that their reports have been received and they should be notified, if any changes are needed.

Consensus was also reached regarding the following timeline changes:

March 1 to 15, 2010 was changed to March 1 to 26, 2010: Each designated Department/Division Assessment Committee (DAC) receives and reviews AIER reports for which they are responsible and provides feedback, as appropriate, to the degree program/unit coordinators. If necessary, departments/divisions will make revisions and submit their revised reports to integrate@tamiu.edu.

March 22 to April 2, 2010 was changed to March 29 - April 9, 2010: University Assessment Committee (UAC) will meet. Each designated UAC subcommittee receives and reviews the AIER reports for which they are responsible and provides feedback to the individuals preparing the reports, as appropriate. Completed subcommittee reviews are to be submitted to integrate@tamiu.edu.

Update on possible electronic version of AIER Template

Veronica Martinez reported that she has been in contact with representatives from Digital Measures to explore whether this company would be able to develop an electronic template that would enable academic and administrative/educational support units to submit their AIER reports on-line. Ms. Martinez stated that she hopes to have a demonstration of this process for the UAC at the next meeting.

Update on professional development sessions conducted by Write On, TAMIU! Committee for Writing Intensive (WIN) and Writing Capstone Course instructors

Deborah Scaggs reported that the Write On, TAMIU! Committee workshop conducted on February 27, 2010 was the first part of a two-part series intended to prepare faculty to incorporate significant writing experiences across the disciplines and to effectively assess their students' ability to communicate effectively in writing in their respective disciplines. This emphasis on writing reflects TAMIU's response to the Quality Enhancement Plan (QEP), an accreditation component specified by the Southern Association of Colleges and Schools (SACS) that requires institutions to develop and implement a university-wide initiative intended to positively impact student learning.

Ms. Scaggs stated that participants had found the workshop to be very useful. Of particular note is that they realized that writing across different disciplines is unique and that it is important for instructors to clarify their writing expectations for students. She also stressed that the general writing rubric endorsed by the University community can serve as a guide to help instructors develop their own rubrics for different writing assignments.

Ms. Scaggs indicated that during the second workshop scheduled for March 27, 2010, participants will have an opportunity to develop their own rubrics and demonstrate how they could be used to guide students to complete a particular writing assignment, as well as assess the quality of students' work.

Ms. Conchita Hickey mentioned that First Year Experience Program (FYEP) staff can help students learn how to use rubrics that fit different disciplines. Instructors would need to provide Ms. Hickey with copies of the rubrics so that staff can help guide students to successful completion of their various tasks.

Dr. Peter Haruna also stressed the importance of carefully examining ENGL 1301 and ENGL 1302 student performance data to identify students' strengths and needs and then use these data to develop and implement appropriate interventions, as needed.

Update on academic program reviews and academic departments audits

Juan Lira reported that the program review process has begun as part of our preparation for our fifth year interim accreditation report to SACS. He also mentioned that academic department audits will be starting shortly as part of this review process for SACS. It was agreed that documents pertaining to program reviews and academic audits would be shared with the UAC to help everyone prepare for their respective program reviews and academic department audits.

With no further business to conduct, the meeting was adjourned at 11:20 a.m.