

ASSESSMENT MEETING
January 26, 2007

Present: Debra Backus, Larry Bloom, Sharon Gott, Seyed Mirkhani, Tim Tirrell

Presiding: Sherry Becker-Gorby

Regrets:

| Agenda Item | Discussion | Action |
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| Minutes | The minutes from the January 9, 2007 meeting were reviewed. The minutes were approved as presented. | SB-G will note minutes as approved. |
| Course Level Assessment: Fall Pilot Course Report Template | <p>S. Becker-Gorby had forwarded a draft copy of a Course Assessment report template. Members reviewed contents and discussed possible areas for change or explanation. S. Mirkhani noted it would be beneficial to denote the minimum performance standard on the sample chart provided. SB-G asked S. Mirkhani to forward a revised chart for inclusion in the template. SB-G noted that the template and charts can be adapted to meet specific reporting needs. The template serves only as a guide for report preparation.</p> <p>It was decided that the reports will be finalized and then forwarded to faculty to review and comment regarding possible curriculum revisions. The report will then contain an addendum noting faculty comments and recommendations for an action plan. Further curriculum action will be dependent upon assessment results, nature of faculty input and impact on total curriculum. Summary numbers have been submitted for fall pilot projects by D. Backus, S Gott and S. Mirkhani.</p> <p>Report drafts are due to SB-G by February 6, 2007 so SB-G can review prior to the next scheduled assessment meeting.</p> | <p>S. Mirkhani to forward a revised chart for inclusion in the template. SB-G will revise template to include new chart and forward to program directors.</p> <p>Initial draft of Course Assessment Reports due to SB-G on February 6, 2007</p> |
| Spring 2007: Target Courses and Pilot Update. | L. Bloom noted that he will be changing one of his target courses for the spring pilot project. He will be assessing EET 100 instead of IMT 105. He will also include PHS 115. S. Mirkhani will still assess ACC 121 and ECN 202; D. Backus will assess EDF 217 and SSC 147; S. Gott will assess MTH 095 and MTH096. S. Mirkhani noted that it would be good to assess all learning outcomes in a course. SB-G noted that the identification of 4 for the pilot was set as a minimum and that more can be | |

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| | <p>included. The group agreed that 4 outcomes would be the minimum, but additional outcomes can be added at the discretion of the program director and course faculty.</p> <p>After the pilot cycle is completed, the minimum number of outcomes to assess can be increased. SB-G also noted that we will need to consider formative as well as summative assessment processes as we mature in our assessment efforts. D. Backus noted that a number of the spring courses are actually gen ed courses serving specific programs. The Committee members agreed that this would be acceptable and that the review can be used in relation to the specific degree program as well as gen ed assessment. This will be a standing assessment agenda item to maintain record of project progress.</p> | |
| <p>Program Level Assessment: Progress/Updates</p> | <p>IMT is due for program audit in 2007. The report is due in the HEPC office first week of August 2007. SB-G will work with L Bloom to obtain data and prepare report. They will begin this activity in mid spring semester.</p> <p>SB-G asked if additional data items were forwarded to the Dean for Academic Services. A question was posed as to whether SB-G or T. Tirrell should maintain contact with S. Bungard for data requests regarding assessment. It was decided that SB-G will connect with S Bungard for the data. S. Gott noted that she had sent additional items to T. Tirrell. S. Gott will forward that info to SB-G. SB-G will work with S. Bungard to obtain requested data on a regular cyclical basis.</p> <p>SB-G will review program review timelines to identify other programs due for the 5 year review.</p> | <p>S. Gott will forward additional data request items to SB-G</p> <p>SB-G will work with S. Bungard to obtain requested data on a regular cyclical basis.</p> <p>SB-G will identify programs due for the 5 year review</p> |
| <p>Assessment Plan Revision</p> | <p>SB-G noted that parts of the assessment plan are out of date. The plan does not include information regarding the Course assessment process. It also includes components that have been eliminated. SB-G will complete a revision of the plan and bring it back to the group for discussion and approval. Once this group has finalized, it will be presented to LOT. A question was asked regarding the total review and approval cycle (i.e. does it need BOG approval or just presented as an information item). S. Bungard is working with E. Alt to clarify this issue regarding other</p> | |

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| | proposals as well. This will be included in that review process. | |
| Assessment Handbook | SB-G asked for suggestions for additional information to include in the Assessment Handbook. None were noted at this time. Additional information can be forwarded to SB-G. Eventually this document will be available through the Faculty Virtual Lounge and not in paper copy. SB-G noted that the link to the teaching goals/CATS site in the handbook is correct as well as the one listed in the PowerPoint. Both links lead to the same site. | |
| Course Evaluations: Update | <p>The initial round of evaluations have been completed and forwarded to program directors for review. Problems/errors were noted on the results obtained. Prior to distributing to faculty, the errors need to be resolved. SB-G asked for a core group of members to work with her to identify the calculation problems in the completed evaluations. The group includes S. Gott, S. Mirkhani, D. Backus and SB-G. Once the group clarifies problems, they will also meet with C Grapes to work through a more expedient process. The process clearly needs to be automated to conserve staff time and institutional resources and to provide results to faculty in a timelier manner.</p> <p>D. Backus recommended that a note be forwarded to the faculty regarding when to expect the results and explaining the delay since faculty were told they would have results by end of January.</p> <p>T. Tirrell asked if SB-G would forward a few bullet items for him to include in the memo.</p> | <p>Core group will meet on February 13 at 9:00</p> <p>T. Tirrell and SB-G will discuss the need for automation with S. Bungard</p> <p>SB-G will forward bullet items to T. Tirrell for inclusion in the memo to faculty regarding delay in forwarding course evaluation reports.</p> |
| Faculty Evaluations: Update | <p>S. Mirkhani has one faculty member ready for a comprehensive evaluation. S. Mirkhani and T. Tirrell will meet to review her materials prior to scheduling her in for her review. SB-G noted that the process is outlined in regulation AR 3.4 on the website.</p> <p>D Backus will complete her tracking document to identify those faculty ready for comprehensive review.</p> <p>T. Tirrell noted that new faculty teaching this semester will need to be scheduled for classroom observations.</p> | S. Mirkhani will contact T. Tirrell to schedule session to review materials prior to conducting the comprehensive observation. |
| WorkKeys Testing | SB-G reminded program directors that WorkKeys testing will be administered to AAS program graduates in the spring term. L Reel is working on the number of students who will test. Testing will still be handled through the Learner Support office as a group testing. The test | SB-G will follow-up with L Reel and review state documents to determine if CP students are required to |

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| | <p>should be shifted to the capstone and Internship courses for 2007 -2008. D. Backus asked if the WorkKeys test was required for CP graduates. SB-G will follow-up with L Reel and review state documents to determine if CP students are required to take the testing.</p> <p>T. Tirrell noted that only 1 WorkKeys test was reported in the Chancellor's office for Eastern. He is working with S. Bungard to determine why other test scores were not submitted. T. Tirrell also noted that in the Academic Dean's meeting, the Chancellor noted that as a system, WV failed to meet the minimum performance standards. As a results state funding was reduced. At Eastern, we must be certain that all eligible students are tested. Embedding the testing in the courses will reduce the number of eligible students that do not take the testing.</p> | <p>take the testing.</p> <p>T. Tirrell will continue to work with S. Bungard to resolve the state reporting problem.</p> |
| General Education Assessment | D. Backus; SB-G and T. Tirrell will meet to review possible alternatives for General Education Assessment. A meeting was set for 2/14 at 1:30 pm. | |
| Faculty Virtual Lounge | <p>T. Tirrell noted that the students will be receiving our recommendations next week so they can begin to work on our model. Additional items should be forwarded to T. Tirrell. SB-G will forward some additional links to T. Tirrell as examples for the virtual lounge.</p> <p>T. Tirrell will serve as the contact for this project.</p> | SB-G will forward additional sample sites to T. Tirrell. |
| Other | The committee discussed the issue of comprehensive examinations. It seems that many faculty are not using a comprehensive evaluation tool during exam week. Further discussion needs to be held by Academic Services to identify expectations regarding summative evaluation processes. | |
| Next Meeting | The next meeting is scheduled for February 8, 2007 at 9:00 AM in the HARCO. | The meeting will be set as a phone meeting in the HARCO |

Respectfully submitted by Sherry Becker-Gorby 1/27/07

Approved: February 8, 2007