

MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT  
COMMITTEE MEETING  
March 9, 2010 MB 2N3

Dr. Steve Shore called the meeting to order at 3:36 p.m. with a quorum.

**Voting Members in Attendance:** Dr. Kristy Bailey, Mr. Yuthika Kim, Mr. Chris Oehrlein, Ms. Sara Mathew, Dr. Germain Pichop, Mr. Mark Schneberger, Ms. Beverly Schaeffer

**Absent Voting Members:** Dr. Jo Ann Cobble, Mr. Tim Green, Ms. Catherine Kinyon, Mr. Markus Smith, Mr. Brent Stafford, Ms. Bertha Wise

**Non-voting Members in Attendance:** Dr. Janet Perry

**Absent Non-voting Members:** Greg Gardner, Ms. Barbara King, Dr. Molly Henderson, Ms. Joyce Morgan-Dees, Mr. Jon Inglett, Mr. Max Simmons, Dr. Susan Tabor, Ms. Susan VanSchuyver, Mr. Tom Ashby, Dr. Jim Schwark

**Discussion:**

Dr. Steve Shore reported that the feedback from subcommittees looking at the program reviews for Humanities, Journalism and Broadcasting, and Liberal Studies had been forwarded to the authors of the program review documents. Dr. Shore reported that the Humanities faculty had taken some of the comments and recommendations into account and had revised their program review document. Dr. Shore had not heard anything on how the feedback provided to Journalism and Broadcasting or Liberal Studies had been received or what actions had been taken in those programs in response to the feedback provided.

**Agenda Item 1:** Mr. Yuthika Kim made a motion to accept the minutes from the November 13, 2009 meeting. Ms. Sara Mathew seconded. The minutes were approved.

**Agenda Item 2:** Dr. Shore reported on the status of the revisions for the *Handbook for Program Outcomes Assessment*.

- The assessment process that we have been going through since 2004, including deadlines for reports and plans, has been articulated more fully in the document.
- Sections on how to write an assessment plan, how to evaluate an assessment plan, and how the committee looks at assessment plans, reports, and program reviews have been added. Other sections, including the FAQ section, have been edited and updated.
- Dr. Shore reported that the next step would be to present the completed draft of the handbook to the AOAC. Upon approval of the AOAC, the handbook would be forwarded to Mr. Greg Gardner, Associate Vice President for Academic

Affairs. Dr. Shore said upon approval, the updated handbook would hopefully be distributed to all faculty at the general faculty meeting during the Fall 2010 prep and planning week.

**Agenda Item 3:** The committee discussed the by-laws of the AOAC as they appear in the *Handbook for Program Outcomes Assessment*.

- The committee reviewed and discussed all aspects of the by-laws: purpose of the AOAC, responsibilities, membership, and the organization and general operation of the committee (including but not limited to the duties of the Chair and Vice-chair). Dr. Shore will make the changes discussed and agreed upon by consensus to the by-laws document and present the modified by-laws for a formal vote of the membership at the next AOAC meeting.
- The committee also discussed how we could better communicate assessment results and the importance of assessment to students and how the committee could function more effectively as a resource on assessment to faculty. Ideas for communicating more effectively included having the Chair make a presentation for the student Leadership Council (TLC), sharing the AOAC agenda with the TLC, and publicizing AOAC meetings in the student newspaper.

**Agenda Item 4:** Timeline for reviewing assessment plans and reports.

- Dr. Shore reported that members of the committee would receive copies of the assessment plans and reports for the programs being reviewed in 2011 and instructions on how to review those plans and reports prior to Spring Break. The programs are: Theater Arts, Visual Arts, Science (includes biology, chemistry, and physics), Mathematics, and Pre-Engineering.

**Adjournment:**

Meeting adjourned at 5:03 pm.