

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE  
TUESDAY, FEBRUARY 24, 2004  
COLLEGE UNION ROOM 7**

Dr. John Boyd called the meeting to order at approximately 3:33 p.m.

**Voting Members in Attendance:** Dr. Kristy Bailey, Dr. John Boyd (co-chair), Dr. Jo Ann Cobble, Ms. Kayla Fessler (co-chair), Dr. Martha George, Mr. Douglas Gregory, Mr. Ken Harrelson, Ms. Carlotta Hill, Ms. Judith Martin, Mr. Romeo Opichka, Dr. Jessica Sheetz-Nguyen.

**Absent Voting Members:** Mr. Tim Green, Ms. Mary Panches,

**Other Members:** Dr. Patti Buxton, Dean, Division of Social Sciences; Dr. Jim DeChenne, Dean, Division of Learning Resources; Dr. Brenda Harrison, Associate Vice President for Academic Affairs; Mr. Al Heitkamper, Dean, Division of Information Technology; Dr. Jim Schwark, Dean, Division of Business; Dr. Annmarie Shirazi, Dean of Planning and Institutional Effectiveness; Mr. Max Simmons, Dean, Division of Science and Mathematics; Ms. Susan VanSchuyver, Dean, Division of Arts and Humanities.

**Faculty Assessment Evaluation**

Copies of the *Faculty Assessment Meeting Evaluation Spring 2004* were distributed along with a brief discussion by Dr. Martha George. The evaluation consists of percentages of the overall rating of the workshop, overall rating of the meeting facilities, rating of assessment information presented, and rating of activity to develop program five year plans. It also consists of feedback from the faculty in reference to the assessment workshop. Dr. George asked the Committee to view and think about the evaluation.

The Committee received copies of the *Academic Outcomes Assessment – 5 Year Assessment Plan Checklist Plan Years FY 2004-2008*. This checklist will be used as plans are received throughout each year. The academic deans will receive the checklist and then forward to the department chairs/program directors. The final checklist will be forwarded to Kayla Fessler.

**Handbook**

Copies of the *Handbook for Faculty Program Assessment* were distributed. The Committee was asked to view the handbook prior to the next meeting. The handbook will be distributed to the faculty to be used as a guidebook for assessment. It was suggested that the checklist and website address be included in the handbook.

**Student Assessment**

Dr. Annmarie Shirazi proposed to the Committee a student assessment day. She informed the Committee that some schools have student assessment day in which no classes meet. Concern was expressed whether or not students will show up due to no classes. After a brief discussion, Dr. Shirazi asked the committee to discuss the possibility of having a student assessment day

with their colleagues and to email her the feedback. It was suggested to discuss this in the division meetings.

### **Student Learning Council**

The Student Learning Council, consisting of the Academic Outcomes Assessment Committee (AOAC), Entry-Level Assessment Committee, General Education Committee and Deans Council, is scheduled to meet March 9. John Boyd and Kayla Fessler will present the goals and accomplishments of the AOAC. Kayla asked the Committee to forward her input in reference to the presentation.

### **Future Workshop**

Kayla Fessler asked the Committee to think about ideas for future workshops. It was suggested having concurrent workshops for each department to work on plans and someone there to answer questions.

### **WOW**

Dr. George informed the Committee of the WOW (walk on water) program. This program can be used as one of the elements for consideration for meritorious for staff and faculty. This is a volunteer program. The evaluations will be conducted by the deans. The program may be implemented in the fall. If the faculty and staff decide to participate in the program, they should contact their supervisors of their participation and discussion with the supervisor of meritorious performance.

The meeting adjourned at approximately 4:15 p.m.