

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE
TUESDAY, NOVEMBER 11, 2003
COLLEGE UNION ROOM 7**

Ms. Kayla Fessler called the meeting to order at approximately 3:32 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. Tim Green, Mr. Douglas Gregory, Mr. Ken Harrelson, Ms. Carlotta Hill, Ms. Judith Martin, Ms. Mary Panches.

Absent Voting Member: Mr. Romeo Opichka, Dr. Jessica Sheetz-Nguyen.

Other Members: Dr. Patti Buxton, Dean, Division of Social Sciences; Dr. Brenda Harrison, Associate Vice President for Academic Affairs; Dr. Jim Schwark, Dean, Division of Business; Mr. Max Simmons, Dean, Division of Science and Mathematics; Ms. Susan VanSchuyver, Dean, Division of Arts and Humanities.

Announcements: The next Academic Outcomes Assessment Committee meeting is scheduled for November 18, 2003. The Committee will not be meeting in December.

- Douglas Gregory made the motion to approve the October 14, 2003 Academic Outcomes Assessment Committee minutes.

Martha George seconded the motion. The motion was approved unanimously.

Assessment Plan Review Process

Kayla Fessler distributed copies of the *Assessment Plan Checklist* and *Glossary of Student Learning Outcomes Assessment Terms* with a brief discussion. She asked the Committee to use the checklist as the guideline for reviewing the assessment plans. She will send an electronic copy of the checklist to the Committee.

Concern was expressed about divisions using a terminology that is different from what is on the form. It was suggested that terms be consistent and if necessary report in the *Assessment Plan Checklist* comment section what your term is relative to.

Kayla Fessler requested that an assessment plan from each division be presented at the next Academic Outcomes Assessment Committee meeting. She also requested that all assessment forms be turned in to the Office of Academic Affairs with the attention to Kayla Fessler and John Boyd by December 1.

The Committee formed subgroups by divisions and worked on their assessment plan reviews.

The meeting adjourned at approximately 3:50 p.m.