

Academic Affairs Assessment Committee
Minutes 9/19/07

Members Present: Julie Coon, Ron McKean, William Potter, Todd Stanislav, Cheryl Thomas, David Marion, Robbie Teahen (ex officio)

Brasciana Visit – Robbie Teahen outlined the schedule of the guest visit by Brasciana which is being paid for out of Academic Affairs. There will be a meeting with Brasciana and the assessment groups in the Rankin Center in a room to be announced. She will discuss campus leadership. There will be time for questions. One key issue the committee felt needs to be addressed is how to work for more efficient assessment.

Assessment Budget – Robert von der Osten indicated that an assessment budget of \$81,000 had been established. Originally the budget process was to support initiatives to enhance assessment or the application of assessment data. Some suggested that there be greater latitude for initiatives. To avoid confusion and the unwarranted depletion of the budget for other purposes and to meet the future reporting needs of the institution, it was suggested that Robbie Teahen initiate a process with the Academic Affairs office to identify what is actually spent on assessment out of other budgets so that assessment costs such as support for advisory boards or the program review budget could be clearly differentiated from funds dedicated to assessment enhancement.

Web Site – It was suggested that the Web site give more positive incentives for assessment. Eventually program and course assessments will be available on the Web sites. Best Practices should be made available on the web site and eventually on a MyFSU group. Robert von der Osten had submitted best practices to Roxanne Cullen and had thought they were on the web.

Extending the YARs to pre-programs, minors, honors, and general education. Recently the above units were added to program review. HLC will also want a record of their outcomes, assessment activities, and the uses of assessment data. To aid these units in preparing for program review, to assist them in developing to meet assessment expectations, and for a record for HLC, the chair suggested that they be asked to submit YARs. The committee unanimously agreed that the chair should draft a document specifying the proposal to share first with the committee and then the leaders of those areas for comment.

Tracking Assessment – We will need to develop some form of virtual assessment room to gather assessment data for the HLC site visit. There is a task force evaluating data bases for tracking assessment on campus. The committee unanimously agreed that they would request the developing charge of that task force and the evolving criteria for review. It was suggested that the data base task force investigate LiveText.

Increasing Efficiencies – Ron McKean reminded the committee of the need to coordinate assessment activities and review assessment activities in terms of larger goals of assessment to increase efficiencies, including people time. The committee agreed that

the November meeting should be dedicated in part to this process. As part of Strategic Planning, unit action planning will be reviewed with an eye on a more efficient relationship of assessment, planning, and budgeting activities.

Inquiries into Teaching and Learning Initiative. The proposal was approved with the stipulation that the project require faculty who participate to serve as leaders and resource people in their area on assessment. A strategy of initial limits per college should be employed to insure that there are representatives from multiple colleges in the initiative. The proposal was funded for no more than 12 individuals with PDI's of \$400 and travel to not exceed \$1,000 per person or \$12,000 total from the AAAC assessment budget. Individual revenues can be directed by FCTL at the discretion of the director.

Some faculty will be participating in the HLC Assessment Academy. The funds for this commitment will come out of the VPAA budget.

Indianapolis Assessment Institute, Nov 4-6. Cheryl Thomas indicated that she would be willing to lead the team. After reviewing the fee of \$275 per person and rooming costs of \$125 a night, with the possibility of double rooming, the committee approved participation of up to 6 faculty to be drawn from different Colleges.

Assessment Mentors Cheryl Thomas suggested that there be certified assessment mentors who receive a stipend or reallocated time for mentoring activities. Robert von der Osten was to draft a policy on assessment mentors and submit it to the committee for comments.

Minutes prepared by Robert von der Osten
9/20/07