

Assessment Committee Meeting Minutes  
August 29, 2007

Present: David Washington, Allen DuPont, Paul Bergey, Harriette Griffin, Steve Schanz

Start 8:27am

1. Welcome

Alan DuPont is the Director of Assessment for the Undergraduate Academic Program and resident assessment expert

Also possibly try to involve Mike Carter, Assoc. Dean of Graduate School

2. The Role of the Assistant Dean in Assessment

Assist degree programs going up for accreditation- Undergraduate Programs, Accounting is going up for its initial accreditation, graduate programs will be looking at what we do here to implement that in their own programs

3. The Role of the Committee:

- a. Information gathering- Course Matrixes- determine what courses meet our learning objectives and goals; where everything fits and how
- b. Recommendations- Assistant Dean will take the ideas from this committee to make recommendations
- c. Implementation assistance- Next semester will be the first semester we will be implementing our first accreditation cycle

4. The Charge of the Committee

- a. Identification of degree program learning goals and objectives
- b. Selection of the methodology for assessment
- c. Development of assessment cycle

5. Explanation of the Assessment Process

- a. What is assessment?- What do we think our students should know/do when they leave here? Then determine what the standards should be and measure them beyond grades (ex. capstone courses/competitions with external judges).
- b. The assessment process- We set our own standards as part of the curriculum development process.
- c. Direct & indirect measures of assessment- Can be course embedded. Some form of a test, reports from internship supervisors (direct if you have a rubric/standards set; indirect if it's more of a general conversation on a student's performance). Generally people are much more comfortable if you say you looked at 50 out of 300 student presentation versus 2 out of 300 to base curriculum decision. Every student should have the opportunity to be assessed according to AACSB to avoid hand picking who we looked at- more or less random with documentation.

Undergraduate EBI survey, graduating senior survey, alumni survey are more examples.

- d. AACSB- We will be focusing most of our efforts on the direct measures as AACSB is placing more and more weight on that

6. Next Meeting: Learning Goals and Objectives- September 5, 2007

A survey went out to BUS and MIE faculty with 9 competencies that have been identified in the past and asked them to pick 5. We will be looking at that next Wednesday. David will email out more documents for review. If you would like to add something to the agenda please email David ASAP.

First Deadline is September 12 (all deadlines available on the calendar)

Jon Bartley has served on accreditation teams at other universities – David will email him and see if he is available to present at any of our meetings.

End 9:16am