

March 14, 2011

3:00 to 4:15 PM COE 122

Assessment & Accreditation Council (AAC)

Meeting Called By: Barbara Wheeling

Type of Meeting: Monthly

Facilitator: Barbara Wheeling

Attendees: Mary Susan Fishbaugh, Vern Gagnon, Michael Barber, Brent Roberts, Tasneem Khaleel, Linda Wham, Kathe Gabel, Megan Thomas, Craig McKenzie, Elizabeth Fullon, Terrie Iverson, ReAnna Kero, Tim Wilkinson, Matt Redinger, Tammi Miller.

Absent: Jim Barron, Cindy Dell, Diane Duin, Brian Gurney, Mike Havens, Rita Kratky, Lorrie Steerey

Please Bring:

Topic A

Presenter Name(s): BW Notes Taken MSF Time

AAC By-Laws

Notes: The committee approved the bylaws with the following revisions:
 General Education will have a Representative (not the Gen Ed Coordinator because there is none)
 A quorum will be defined as a simple majority (one more than half the membership)

Action Items: Review of latest draft.

Person Responsible: BW

Approved/Rejected/Tabled:
 Moved: Matt Redinger
 Seconded: Brent Roberts
 Unanimous vote

Topic B

Presenter Name: BW Notes Taken Time

Assessment - Update on Learning Objectives project

Notes: CAHP and COT reported that meetings with faculty have been held in many programs. The COT reports that 60 learning objectives have been re-phrased. The CAHP has completed the work on one program, has meetings scheduled with 2 other programs and in the process of scheduling meetings with the remaining two departments. The CAS assessment coordinators have not reported any progress to date. Barbara Wheeling reminded the committee that all programs will be submitting assessment reports over a two year cycle. Programs not reporting this year (2011) will report next (2012).

Discussion occurred about the VSA requirement for an assessment test. The MAPP test has been proposed in the past, but nothing has occurred to date. The plan was to test incoming freshmen and seniors. The members discussed ways to motivate seniors to take the test. One way is to pay 100 students in their senior year and budget that amount in addition to the cost of the test. One suggestion was to use assessment fee

money for these purposes. Linda pointed out that we have one year to do this or lose our VSA membership. Matt and Tasneem pointed out that the MAPP would provide valuable assessment information for general education. Barbara will follow up with administrators to make sure that VSA membership is still desired and discuss ways to implement a plan to administer the MAPP. Discussion with the GEC and deans will follow.

Action Items: Progress reports on re-phrasing learning goals.	Person Responsible: Assessment coordinators from COT, CAS, CAHP.	Approved/Rejected/Tabled: No vote taken/necessary
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Topic C

Presenter Name: BW Notes Taken Time

REMINDER: 2011 Timelines

Notes:

Deadline re-phrasing learning goals: **April 18**. Submit revisions to Barbara.

Deadline on assessment reports: **end of the spring semester**. Faculty submit reports to assessment coordinators and Barbara.

The core themes, goals and indicators will be distributed for public comment. Public comment will be completed **by the April Council meeting**. The Council will work on finalizing these items at the April meeting.

Action Items: Reminded members of the deadlines.	Person Responsible: BW	Approved/Rejected/Tabled: No vote taken/necessary
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Topic D

Presenter Name: BW Notes Taken Time

Core Themes and Goals: Work Groups

Notes: Members separated into 4 groups and each one discussed the set of proposed indicators for a core theme, then reported their thoughts to the larger group. These groups will email comments to Barbara who will compile them and prepare them for campus comment. The goals and indicators for civic responsibility need further review. Barbara will send ideas from other schools to the members who worked on this core theme today to help finalize the indicators for this core theme.

Action Items: Review indicators. Are they ready for public comment?	Person Responsible: Group discussion.	Approved/Rejected/Tabled: No vote taken/necessary
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Topic E

Presenter Name: BW Notes Taken Time

Public Comment on Core Themes, Goals, Indicators

Notes: Barbara clarified that public comment will be limited to the campus community due to the short time period until the end of the semester. The report needs to be written during the first part of the summer so that administrators have opportunity to review it before the September 1 deadline. Other stakeholders will be involved in a larger process of strategic planning later in the year and through that process will review the core themes, goals and indicators.

One way to obtain campus comment is through an electronic platform. Michael and Linda were asked to think about how much time they would need to develop a site. Michael indicated that this platform would not be a discussion board but rather a way for campus members to submit their feedback which would be emailed to Barbara.

Need to decide on format - open-ended essay questions or survey questions with a scale or combination? Barbara will investigate what other schools have done to help us determine what questions to ask and how to ask for feedback and send out an email to AAC members for feedback on the format.

Action Items: Identify questions/format for comment.	Person Responsible: Group discussion with input from IT members.	Approved/Rejected/Tabled: No vote taken/necessary
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Topic F

Presenter Name: BW Notes Taken Time

Communication of Accreditation Activities

Notes:

Proposal: Use the current Sharepoint site for storing assessment reports and other items not for public access. Revamp the old CQI site for public access: minutes of AAC meetings, status of ongoing activities, persons responsible for various tasks, and documents, such as the new NWCCU standards, the 2010 Focused Interim Report, First-Year Report, etc. Discussion has occurred with chancellor, provost and IT Director.

Action Items: Comments from Council members.

Person Responsible: Group comments.

Approved/Rejected/Tabled: The members approved of the proposal.

Topic G

Presenter Name: Notes Taken Time

Meeting Schedule

Notes:

Next meeting: April 11, 3:00 pm, COE 122

Review public comments on core themes, goals and indicators.
Planning for summer activities.

The summer agenda is writing the NWCCU 1st Year report due September 1st. It is unlikely the committee will meet but individual members will be asked to write parts of the report and submit to Barbara. A draft will have to be completed in time for review by the Chancellor several months before the official submission date.

Action Items:

Person Responsible:

Approved/Rejected/Tabled: