

**Academic Foundations Committee  
Minutes**

April 18, 2006

<b>Present:</b>	Dan Gretch Connie Landis Janii Pedersen (student)	Mark Hardt Sandie Rietz
<b>Absent:</b>	Lewis Rife (student) Randall Gloege – <i>excused</i> Bruce Brumley – <i>excused</i> David Garloff – ex-officio John Cech – ex-officio Mary Susan Fishbaugh – ex-officio George White – ex-officio	Susan Gilbertz – <i>excused</i> Abbas Heiat – <i>excused</i> Tasneem Khaleel – ex-officio Kirk Lacy – ex-officio Mary McNally – ex-officio Curt Kochner – ex-officio
<b>Guest:</b>	Brent Roberts	
<b>Presiding:</b>	Mark Hardt, Chair	

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Mark Hardt called the meeting to order at 3:56 p.m. in the Bridger room of the SUB.

The minutes of April 4 were accepted as presented.

I. ITEM – SECOND READING

**Item 73** PSYC 271 Human Relations for III. Social Sciences REVISED

It was noted that there were not enough electronic votes to make a quorum, so a vote is required now.

- Motion by Sandie Rietz, seconded by Connie Landis to approve Item 73 on second reading.

- Motion carried with one abstention.

II. Discussion/Action Items

A. Results of Academic Senate Embedded Assessment Presentation and Continued Embedded Discussion

It was noted that the Senate charged the AFC to run a pilot embedded assessment next year. However, we could do more than one.

It was observed that the announcement concerning the creation of the councils should come from the Academic Senate rather than this Committee. It was noted that this Committee is completely different from the other Academic Senate standing committees because the AFC is still developing. The other committees know what to do and where their products go. Where does our product go? No one knows yet, including the Senate.

It was noted that we should send a letter to the Senate asking them to get the word out on forming these councils. It was suggested that the request letter to start the councils could be part of the AFC end of year report. The report should include a list of the things the Committee has already reported, what the Committee was charged with, and what the AFC should be charged to do next.

It was noted that if the pilot council is started in September, that group could have a tool built by December. More councils could then be started in January. It was noted that we still have to work out the mechanism of how the assessment data gets from the instructor to the person who will compile the data. It was noted that Lorrie Steerey, Senate member, volunteered to help Abbas Heiat with the database/software to do this. It was noted that Provost White will want a detailed timeline.

It was cited that the first thing the councils will need to do is the “matrix prioritization.” They will have to go through and pull out six or seven most important points from the matrix to base the assessment tool on for their subcategory.

It was noted that an alternative would be to get at least one person from each rubric in Academic Foundations together this fall in some sort of retreat. They could put together a draft tool, which they could then take to their subcategory council as an example. Then the councils would have direction and also a chairperson who knows the project well. Having a direction to follow will also result in tools that conform to the same example.

It was cited that the most important part of the whole assessment project is communicating the idea of embedded assessment to all the Academic Foundations instructors so they understand.

It was observed that the Provost is planning a conference-like beginning to next year, as part of the pre-fall activities. Perhaps the AFC could have workshops on Academic Foundations and embedded assessment as part of that “conference.”

It was noted that the request for volunteers for councils or groups should come from the Senate and the administration should weigh in on it as well. Then faculty will know this has to be done. It was noted that the new Chair of Senate, Audrey ConnerRosberg, may need to meet with the AFC to fully understand the plan before making any requests of the faculty. Also, we should write a draft letter to faculty so Dr. ConnerRosberg will not have to write it from scratch.

It was stated that the AFC should host a “working luncheon” (instead of “retreat”) for the faculty from each rubric. However, funding must be requested from the Provost for the food. At the working luncheon, Provost White should explain the importance of assessment for NWCCU accreditation. Second, the AFC should explain embedded assessment and what we need from them. Finally, we should ask them to work in groups to pull the matrix points for use later. Working together all at once will get it done in a consistent way. Then, by the end of the fall semester, each council should create their assessment tool.

The meeting adjourned at 5:02 p.m.

Respectfully submitted, Rita J. Rabe Meduna.