Academic Foundations Committee
Minutes

April 22, 2008

Present:	Oliver Chen	Mark Hardt
	Dan Lennon	Lea Zoltowski
	Jane Howell	Shelley Tanksanen (student)

Absent:	Abbas Heiat – *excused*	Tasneem Khaleel – ex-officio *(excused)*
	Jay Shaw	Kathy Kelker
	David Garloff – ex-officio	Tasneem Khaleel – ex-officio
	Gary Young – ex-officio	Mary Susan Fishbaugh – ex-officio
	Karen Heikel – ex-officio	John Cech – ex-officio
	George White – ex-officio	Stacy Klippenstein – ex-officio

Presiding: Mark Hardt, Chairperson

Mark Hardt called the meeting to order at 3:43 p.m. in the Bridger room of the SUB.

The minutes of April 8 were accepted as presented.

I.   DISCUSSION/ACTION ITEMS

A. VSA Endorsed Assessment Instruments

It was noted that this issue was bounced back and forth from Senate for further review and discussion. There is no longer any debate because we are now VSA members. According to an email from Valerie Martinez, Associate Dean:

> Here are a few updates:
> 1. MSU Billings has now joined the VSA as a participant. We will be submitting our template as described on the VSA website.
> 2. As a member, it is required that we administer a student learning outcomes assessment at least once every three years.
> 3. Our participation can be considered a pilot and after four years, we have the option of opting out of VSA.
> 4. Instruments approved by VSA for assessment of the student learning outcomes are:
> > CAAP (2 and 4-year programs) Recommended because we administer
> > > COMPASS which is published by the same vendor
> > CLA (only 4-year programs)
> > MAPP (2 and 4-year programs)

B. Second/Upper Level Academic Foundations Program Assessment

It was cited that the Committee had discussed a capstone as part of major requirements, but we had not agreed on it. Most programs are now being pushed to use a capstone anyway, so Academic Foundations could be a part of that course. The original members of the AFC were enthusiastic about a capstone course.

It was stated that the instructors of the LS 125 course want to know if the students finding what they learn in the course helpful and useful. It was noted that students could show what they found useful by completing a thesis-like project which could even be submitted to the Library. That may not work for all programs, but some may like that approach.

It was suggested that perhaps the AFC should meet with Department Chairs as part of the pre-fall activities to give some information on the capstone idea and receive feedback. It was agreed that the Committee will initiate a Chairs meeting for Fall 2008.

C. Status of IT Assessment Tool

It was noted that the IT assessment tool can only receive data for one semester at a time, so we must work out a schedule to get both Fall 2007 and Spring 2008 data entered before grades are due (May 7). It was suggested that Fall 2007 data be entered April 23 to 29 and Spring 2008 data from April 30 to May 7. These dates will be sent to IT. It was also noted that, if possible, the tool could be reopened during the summer for faculty who did not get their data in during this semester. An email then needs to go out to the faculty, preferably with Academic Senate signing off on it, explaining that assessment needs to be done for accreditation purposes. Also, some instructions on entering the data should be included.

It was cited that the AFC is responsible for the assessment data. We don't want to put it on some external storage device like a flash drive or CD because those could be lost. We also need to store it for up to 10 years. It will be requested that IT store the information on a share drive so it is accessible.

The meeting adjourned at 4:01 p.m.

Respectfully submitted, Rita J. Rabe Meduna.