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**April 2011**

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**ASSESSMENT COMMITTEE MEETING**  
**April 19, 2011, 3:30 p.m., PCR**  
**MINUTES (Unapproved)**

**Committee Members:**

√ Gerard East, Chair  
√ Randy Barnett  
√ Viki Craig  
Cindy Dougherty  
Jared Edwards

Robin Jones  
Sherron Manning  
√ Tami Moser  
√ Jan Noble  
√ Steve O'Neal

√ Rahmat Talukder  
Cindy Foust, Ex-Officio  
SGA President  
Student

1. The meeting was called to order at 3:32 p.m.
2. Minutes from the September 13, 2010 meeting were reviewed. Steve made a motion to approve, Tami seconded, and the motion passed.
3. Tracking Study data from 2009-2010 was reviewed. An error was noted, which will be reviewed. It was mentioned that about half of the students in Basic Algebra have more than eight absences during the semester, and only 14% of those passed the course. However, it was also noted that almost 73% of the students who had less than five absences passed the course. Data from 2010-2011 should be available before the Fall 2011 Assessment Committee meeting.
4. CAAP results were reviewed and ideas for increased participation by Juniors/Seniors were discussed:
  - Use Capstone classes. Survey faculty to find out when capstone classes are, would they be willing to donate one or two class periods for CAAP, do they feel students would give best effort.
  - Score competition between majors/departments.
  - Continue achievement awards.
5. Course Instructor Evaluations:
  - a. There is interest in adding demographic questions to the form.
  - b. Online and paper/pencil Course/Instructor Evaluations were compared.
  - c. Suggestion: prepare students via questions that help put them in a focused and positive frame of mind for completing the evaluations.
  - d. Online responses can skew the mean:
    - Offered to students who don't attend class regularly.
    - From students at distant sites.

The topic of Course/Instructor Evaluations should be on the agenda for the next meeting.
6. Future direction of the Assessment Committee
  - a. Membership and term limits in the Faculty Handbook were reviewed. Gerry will present a suggested revision at the next meeting.
  - b. HLC accreditation report will be used for guidance
    - Possible merged with Gen. Ed. Committee to some degree.
    - Assessment Committee could do more to impact needs. Annual Student Assessment Report may indicate needs.
    - Assessment Committee mission should be reviewed and possibly redefined
    - Jan will explore the mission of the Assessment Committee from other universities
    - Gen. Ed. Committee reporting could be shared at Assessment Committee meetings.
7. Viki made a motion for the meeting to adjourn, Rahmat seconded, and the motion passed. The meeting adjourned at about 5:05 p.m.