

Assessment Steering Committee Meeting Minutes – October 17, 2005

Members Present: Chris Crawford, Paul Adams, Craig Karlin, Fred Britten, Rose Arnhold, Tim Crowley, Brett Zollinger, Amy Finch, Laura Andrews (for Matt Means), Shala Bannister, Hong Wang, Ed Howell, and Dan Kulmala

Members Absent: Curt Brungardt, Sally Schmidt, Kiley Eisenhour, and Regi Wieland

Next Meeting: Monday, November 21, 2005, 3:30-4:30 pm
Trails Room – Memorial Union

I. Call to order

- Meeting called to order at 3:30 p.m. by Chris Crawford.

II. AQIP Information and Reports

- NSSE Workshop – Chris reported on the NSSE workshop that he attended a couple of weeks ago in Edmund, Oklahoma. FHSU is using NSSE about the same way as other institutions are using it. We may not be systemically drilling down in the data as much as we could be doing. We are also weak in looking at both freshmen and senior data; we have exclusively used the senior data for analysis. There is a movement across the nation about the “first-year experience” and retention issues. In the past we have not “drilled down” into the freshmen data or compared freshmen data to senior data. Also, our response rates are low. Other institutions are averaging about 30% response rate. FHSU has about a 20% response rate. We are planning to do a media campaign immediately prior to NSSE survey being sent to freshmen and senior students. An email from the President will also be sent to students asking them to complete the survey. There will also be a drawing for an iPod.

NSSE survey will be sent via email to freshman and senior students who pay on-campus tuition.

III. Business

- University Assessment Report and Strategic Plan (news and next steps) – The report has been handed to the Provost for his review. The Provost has been invited to attend the November meeting, which he has accepted. The

meeting will consist of a presentation of the assessment strategic plan so that we may obtain the Provost's feedback on the report.

- Department Annual Reports – This past summer the departments submitted annual reports setting forth student learning outcomes for their departments. Chris asked the committee if we should look at the annual reports. It was the consensus of the committee that the reports be reviewed. The December 2005 and January 2006 meetings will be set aside to do that review.
- Affinity Diagram Subcommittee – Chris asked if there was a need for a subcommittee to review affinity diagrams as there has been in the past. The affinity diagram is included with the department annual report. Also if there is a change in a major or minor program, the affinity diagram is required to be attached to the change form. It was suggested that the affinity diagrams be reviewed along with the department annual report reviews at the December 2005 and January 2006 meetings.
- Writing Across the Curriculum (Dan Kulmala) – There has been an ongoing discussion in Faculty Senate about writing across the curriculum, and the need for more emphasis of writing skills across all courses. Dan Kulmala gave a presentation on "Writing Across the Curriculum." Dan provided an outline of the process that is being proposed to move this project forward at FHSU.

To promote better writing skills for students, there is also a writing concentration that is being offered through the English Department. There is also an option of Minor in English with a concentration in writing.

There were suggestions from the committee how to move forward with this project. A well-constructed survey of writing in the departments is important. Also, Dan was encouraged to market the writing concentration for current and future students.

V. Adjourn

Meeting adjourned at 4:30 p.m.

VI. Next Meeting: Monday, November 21, 2005, Trails Room, Memorial Union