

Assessment Steering Committee Meeting Minutes – November 12, 2003

Members Present: Chris Crawford, Dave Schmidt, Sally Schmidt, Sue Boos, Paul Faber, Rich Lisichenko, Brett Zollinger, Brian Kinnaird, Shala Bannister, and Cindy Elliott.

Members Absent: Sandra Thies, Bill Rickman, Diane Scott, Fred Britten, Larry Getty, Rose Arnhold, and Bobby Lloyd.

Others Present: None

Next Meeting: Wednesday, December 10, 2003
3:00-4:00pm - Pioneer Room Memorial Union

I. Announcements

- Meeting called to order at 3:00pm by Chris Crawford, Chair of the Committee.
- Agenda and other supporting documents were distributed.

II. Status Update

- AQIP 9 Value Criteria and AQIP 4/5 Action Projects: A majority of the data has been submitted and is complete.
- AQIP Forums: Three forums have been scheduled for faculty, staff and students. The schedule is:
 - AQIP Forum 1 - Discussion of Quality Criteria 1, 2, 3 & 4
November 14, 2:00-4:00pm, Trails Room, Memorial Union
 - AQIP Forum 2 - Discussion of Quality Criteria 5, 6, 7, 8, & 9
November 17, 11:30am-1:30pm, Trails Room, Memorial Union
 - AQIP Forum 3 - Discussion of Vital Goals 1, 2, 3, 4
November 20, 2:30 - 4:30pm, Field Conference Room in Sheridan HallRefreshments will be served at each of the forums.

III. Action Items

- The Affinity Diagram sub-committee is meeting next week to start the review. After the review has been completed the affinity diagrams will be forwarded to the Provost.
- Brian Kinnaird shared some information regarding an assessment tool for electronically delivered programs. The tool was created by West Virginia University and is approved as a model of best practices by the eight regional accrediting commissions. It was suggested that he meet with Mike Michaelis and discuss how it can be applied here at FHSU.
- Chris Crawford asked that everyone read through the article, "Assessment Boot Camp".
- The Outline of Strategic Plan for Assessing Student Learning Outcomes was discussed at great length. The mission and vision statements were approved. Principles of Assessment is to be injected into the strategic plan. Extensive discussion took place of how do we evaluate (internal/external and short term/long term) and what do we do with the data regarding the environmental scan, the inventory of past and current assessment activities, the grand strategy and the individual strategies, the results and management plan, and how we report corrective actions.

IV. Future Actions

- Check out other institutions in your field of interest/expertise and find out how they perform assessments.

V. Adjourn

- Meeting adjourned at 4:00pm.

VI. Next Meeting

- Next meeting has been scheduled for Wednesday, December 10th at 3:00pm in the Pioneer Room at the Memorial Union