

## **Assessment Steering Committee (ASC) Meeting Minutes – February 19, 2007**

**Members Present:** Chris Crawford, Mark Stutz, Andria Cooper, Ed Howell, Art Morin, Tim Crowley, Heath Marrs, Hong Wang, and Daniel Kulmala

**Members Absent:** Sandra Thies, Curtis Brungardt, Craig Karlin, Amy Finch, Matt Means, Shala Mills, Drew Thomas, Regi Wieland, and Gladys Swindler

**Next Meeting:** Monday, April 16, 2007, 3:00 p.m.  
Field Conference Room, Sheridan Hall

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**I. Call to order**

Meeting called to order at 3:00 p.m. by Chris Crawford.

**II. AQIP Information and Reports**

- **YOTD/DARCI/Assessment Related Activity (Appendix A)** – Chris shared and discussed the YOTD department status report. Department representatives also shared their department status (Psychology, HHP, Music, MLS, and Political Science). Departments are asked to file department annual reports each year, which includes an assessment piece. Right now the Quality Champions review the department annual reports. Should ASC look at the assessment piece of the reports? It was the consensus of ASC that it would be appropriate for ASC to review the department assessments. Reports will be provided to ASC in the near future.
- **NSSE Drive-In Workshop** – Chris reminded ASC that if anyone is interested in attending the NSSE workshop to let him or May Schumacher know, and we will take care of registration. Also, departments/individuals are encouraged to submit a proposal to present at the workshop, too. Information about the workshop was previously emailed to ASC members.

**III. Business**

- **University Assessment Report and Strategic Plan (Appendix B and C)**  
Chris shared an assessment document that was created in 1989 for FHSU (Appendix B). Appendix C is the current Assessment Strategic Plan that was recently approved by President's Cabinet.

- **Objectives, Actions Steps, Resources** – With approval of the strategic plan, it is now time to complete pp. 44 through 53, which sets forth the objectives, action steps, and resources. Chris asked for volunteers to draft those sections. The volunteers and sections are: Heath Marrs (#1), Dan Kulmala (#2), Hong Wang (#3), Andria Cooper (#4), Chris Crawford (#5 & #7), Tim Crowley (#6), and Art Morin (#9). Chris will ask the Virtual College Advisory Committee (VCAC) to complete #8 and Drew Thomas to complete #10. The volunteers are encouraged to work with other ASC members to complete their assigned section. As clarification, key performance indicators are measurable outcomes (how do you know when the objective has been accomplished); an action plan is the activity that will accomplish the objective; and the responsible party could be more than one specific individual and may even be the institution as a whole. The deadline to submit drafts of the sections to Chris is March 19<sup>th</sup>. Chris will compile the sections into one document and share them with ASC for discussion at the April ASC meeting.
- **Results Management** –Results management is the implementation of the data collection. There was a general discussion about how results management of institutional assessment results should be implemented at our institution. It was suggested that a proposal be drafted from this committee as to this topic.
- **Affinity Diagram Subcommittee** – The subcommittee is still working on the Student Affairs affinity diagrams. Ed Howell reported that Administration & Finance departments are working on their affinity diagrams. Each department was requested by the VP of Admin & Finance to have two initiatives for their departments submitted by mid-March.
- **Retention Plan** – Chris gave a brief report on the status of the retention plan. The committee is waiting on retention data to make an analysis for the report.
- **Writing Across the Curriculum (Appendix D)** – Dan Kulmala gave a brief report on the Writing Across the Curriculum proposal. The proposal will be presented to the President and Provost early next week. Chris requested feedback from ASC by Thursday morning (February 22<sup>nd</sup>).
- **NSSE Study Group?** – Chris reported that there is a NSSE study group which is reviewing the NSSE data. Chris will keep ASC updated on its progress.

## V. Adjourn

Meeting adjourned at 4:15 p.m.

**VI. Next Meeting:** Monday, April 16, 2007, 3:00 p.m., Field Conference Room,  
Sheridan Hall