

# Assessment Steering Committee Meeting Minutes – April 21, 2004

**Members Present:** Chris Crawford, Paul Faber, Dave Schmidt, Rich Lisichenko, Chapman Rackaway, Rose Arnhold, Brett Zollinger, and Cindy Elliott

**Members Absent:** Sandra Thies, Bill Rickman, Sally Schmidt, Diane Scott, Sue Boos, Brian Kinnaird, Larry Getty, and Bobby Lloyd

**Others Present:** None

**Next Meeting:** Wednesday, May 5, 2004  
3:00-4:00pm - Trails Room Memorial Union

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## I. Announcements

- Meeting called to order at 3:04pm by Chris Crawford.
- Agenda and other supporting documents were distributed.

## II. Status Update

- There is one more meeting this semester. It is scheduled for Wednesday, May 5<sup>th</sup> at 3:00pm in the Trails Room. Please make every effort to attend this meeting.
- AQIP Systems Portfolio: Near completion. A subcommittee of the Council for Institutional Effectiveness is reviewing the sections and should be finished in the next week or two. A feedback forum has been scheduled on 5/10/04 at 3:00pm in the Pioneer Room to review the System Portfolio Criteria sections.
- In an effort to be more time efficient, departments will be asked to submit a systematic annual report next year. Part of this report would include affinity diagrams. The committee discussed the idea if an affinity diagram should be submitted to the Assistant Provost when a department is making a program changes, such as, adding majors, minors, changing curriculum, and certificate programs.
- The 2004 Regents Assessment Conference hosted here at FHSU was very well attended by both FHSU personnel and personnel from the other Regent's institutions. The presentations were great and had good interaction that inspired ideas for a lot of us. Assessment is a necessary task and should not be an overload. Review your activities and remember

that assessment can be integrated into your research, classroom, and program evaluations. This not just something for Administration, this is geared for the department.

### **III. Action Items**

- Common Assessment Methods: Chris asked each person to look over their individual disciplines for remarkable and cutting-edge techniques of assessment, such as student learning styles, and capstone experiences. Suggestions included: using a subset of the results from the NSSE, using the success/job placement data, asking the alumni to complete a survey regarding skills and knowledge each is using at their current job, and getting employee feedback. Another suggestion was to survey those students who have quit attending college. Find out why and what their needs are to see if they would be interested in returning if those needs were met. Another suggestion was made to enclose a small token, (alumni had a nice bookmark) with the survey. Thought that we would receive more results.

### **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 4:05pm.

### **VI. Next Meeting**

Next meeting has been scheduled for Wednesday, May 5<sup>th</sup> at 3:00pm in the Trails Room at the Memorial Union