

Assessment Steering Committee Meeting Minutes – September 17, 2003

Members Present: Chris Crawford, Diane Scott, Sandra Thies, Sally Schmidt, Fred Britten, Rich Lisichenko, Shala Bannister, Bobby Lloyd.

Others Present: None

Next Meeting: Wednesday, October 15, 2003
2:30-4:00pm - 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.
- A thank you to the committee members for their agreeing to participate on this very important committee and introductions were made.

II. Status Update

- Performance Scorecard: Most of the data has been received. Few sections outstanding and should be in shortly. This data is used to produce the Scorecard Brochure that is distributed to the Kansas Board of Regents and the Legislature on January 1st. Therefore, the document needs to be finished and ready for the printer by October 15th.
- AQIP 9 Value Criteria: This information is gathered annually. Still have quite a few sections outstanding. Chris will send a reminder that data needs to be submitted immediately.
- AQIP 4/5 Action Projects: This information is also gathered annually. These items may change as the University reaches goals and strives towards new goals. A few of these sections are also outstanding. Chris will send a reminder to these individuals too.
- Annual Report: The Annual Report is due in September, however, with the Systems Portfolio due in April will be the top priority.
- Systems Portfolio: This report is a 75-100 page summary that will include what we have completed in the last 3 years along with what we plan for the future. **It is due May 1, 2004.** There is a draft report on the AQIP web site (www.aqip.org) Chris encourages everyone to review it.

III. Role Definition

- Chris stated he thought the mission of the committee was not clearly defined in the past. He saw the role of the Assessment Steering Committee was to study and help coordinate assessment activities at Fort Hays State University with the goal of continuous improvement of institutional effectiveness and student learning. To advise administration, faculty, staff, and students regarding assessment.

IV. Action Items

- Develop a Strategic Plan for long term campus assessment.
- Coordinate departmental reviews of Affinity Diagrams
- Perform Environmental Scan
- Systems Portfolio front work

V. Adjournment

- Meeting adjourned at 4:00pm.