

Assessment Committee

Minutes

September 11, 2008

Present: Theo Addo, Beth Chung, Dave Ely, Kathy Krentler, Lois Olson, Mehdi Salehizadeh, Carol Venable

1. **Awareness Campaign**

The committee briefly discussed efforts to raise awareness and build a culture of assessment within the college. The most noticeable awareness building effort has been the small posters taped up throughout the SSE building that read, "Assessment: It's Everybody's Business." The message is intended to remind faculty that each of us has a stake and a responsibility in the assessment process. Anecdotal evidence suggests that the posters have been noticed. Additional awareness efforts will include a brief presentation on assessment at the upcoming college kick-off and visits to departmental meetings by Kathy Krentler.

2. **Newsletter**

The first edition of the college assessment newsletter was distributed during the first week of classes. The committee agreed that the newsletter should be issued once per semester.

3. **Culture Survey**

Krentler reported on the CBA Assessment Culture survey. Responses were obtained via paper and pencil from the IDS, Finance, and Marketing departments when she attended departmental meetings. The decision was made to collect data online from the Accounting and Management departments since it will be desirable to present some of the survey results at the college kick-off – prior to visits to the remaining two departments. Online data collection from Accounting and Management has gone well. Approximately 75% of the full-time CBA faculty has responded to the survey which is designed to determine the current attitudes toward and awareness of assessment efforts throughout the CBA.

4. **Course SLO Efforts**

The committee discussed efforts to encourage all faculty members, full-time and part-time to place clearly stated and measurable student learning outcomes (SLOs) on the syllabus of each course they teach. An e-mail was sent to faculty during the summer on this issue. Noted in discussion is the need to not only ensure that all syllabi include SLOs but also to ensure that a common set of SLOs is used when multiple sections of a course are offered. Krentler indicated that with the help of Sarah Knefler she will be looking at Fall 2008 syllabi. Help is available for faculty members who wish to develop course SLOs for the first time or improve on existing course SLOs.

5. Communication Skills Efforts

The Oral Communications Skills rubric that the committee worked on during the summer has been distributed to all faculty in the college with a plea that it be used to assess these skills in classes where oral presentations are made and/or widely distributed to students at all levels to provide information regarding the CBA's expectations for oral communication skills. The committee discussed the idea of developing a Written Communications Skills rubric that would be similar to the Oral Skills rubric hence providing CBA students with a set of items that communicates the college's expectations for communication skills. The written skills rubric developed for use in IDS 290 was reviewed. The committee decided that the 290 rubric was a valuable instrument however was more focused on writing courses per se rather than more generally on all courses where writing is expected. The committee will develop a CBA Written Communications Skills rubric designed to parallel the Oral Skills rubric and designed to be used in any CBA class where students write. It was agreed that Bruce Reinig and Gretchen Vik, who were very involved in the developed of the IDS 290 rubric would be asked to consult on the development of this instrument.

6. Program Updates

Krentler reminded committee members to focus on data collection or other assessment efforts that are planned for the Fall semester. It was generally agreed that semesterly meetings between the CBA Director of Assessment, the departmental Assessment Coordinator, and the department chair were a good idea. A series of these meetings will be planned for the upcoming weeks.

7. Web Page

A Fall semester assessment initiative is improvement and further development of the assessment page of the CBA web site. Krentler asked committee members to look over the current page and suggest ways to enhance it.

8. Inventory System

Krentler noted that the college needs to improve its system for keeping documentation of its assessment efforts. This semester the Accounting department is piloting STEPS, a software system that may possibly be useful in this regard.

Next Meeting: Thursday, October 9, 2008