

Assessment Day Committee Meeting Minutes
02.13.08

Members Present: Mr. Bryan Pope, Dr. Nancy Knous, Dr. Katherine Garlough, Ms. Mistie Kline, Mr. Steve Valencia

Members Absent: Dr. Mike Knedler, Dr. James Bowen, Dr. Mark Denton, Dr. Pat Steed, Dr. Shelia Brintnall, Dr. Chandler Mead

Meeting began at 3:00 P.M.

Advertising for Assessment Day: Steve Valencia discussed publicity for Assessment Day. Steve had talked to students on campus about Assessment Day, to get their opinions about the publicity, and their general feelings about Assessment Day. Students stated they didn't understand why there was an Assessment Day or why they had to take the tests on Assessment Day. Steve discussed that it needs to be publicized that taking the tests improves programs on campus which improves the quality of their degree. Also, Assessment Day needs to be sold as a day instead of classes not as a "no school" day. Steve wants to place ads in the Northwestern News, and have testimonials from employers, students, and faculty stating the importance of Assessment Day. Dr. Knous pointed out that Assessment Day needs to be sold to faculty too, because they tend to talk down about Assessment Day and that makes students not want to go. Dr. Knous also mentioned that the letters for mid level testing need to be given out in a different way other than giving them to teachers because; the teachers do not always support Assessment Day. Mistie stated that Dr. Denton always made personal contact at least once with the students who were taking mid level tests, in order to ensure that they knew about the test.

Prizes: The prizes that are given out during Assessment Day were discussed. Mistie stated that Presidential Partners donated \$500 last year to match the other \$500. Dr. Denton is the one who asked for the matching funds last year, so it was pointed out that Dr. Garlough needs to ask Presidential Partners for matching funds this year. With this money prizes are bought, also four \$250 book scholarships are given away at Assessment Day. Steven mentioned it would be a good idea to know the big prizes ahead of time in order to advertize them.

Faculty Assessment: Dr. Knous worked on the faculty assessment in years pervious and thought it would be a good idea to ask the faculty senate for questions to ask on the assessment. Dr. Garlough will create the faculty assessment with the questions she is given, and then get the survey approved by the deans.

Details of Assessment Day: The Assessment Office needs to reserve rooms for Assessment Day. The large gym could be used for games and prizes and the ballroom for registration. Registration will begin at 9am. The department chairs need to let the Assessment Office know where exist and mid level testing is taking place, so the locations can be advertised. Also, Dr. Garlough needs to send out a list of those

graduating to department chairs for them to check and then let her know for sure who is graduating, so she can order exit exams.

Faculty Workshops: Here are a listing of the workshops that will be offered on Assessment Day:

- * Improving ITV Instruction-Dr. Jerry Gustafson
- *Information about gen ed assessment, gen ed objectives tied to assessment-Dr. Mark Denton
 - Part I This year reporting results 08
 - Part II for those assessing in 08 and 09
- *Instructional Methodologies in the Classroom-Kylene Rehder
- *Grants-Camille Holt
- *Writing across the curriculum-Drs. Petree, Steed, Hill, Ms. Wilderman, and Thompson
- *Faculty Advising-Dr. Charlie Nutt, Executive Director of NACADA
- *Live Text Faculty Portfolio Training-Dr. Dean Scarbrough
- *Faculty Assessments-Dr. Katherine Garlough
- *Gina Wikke, State Regents will recommend
 - Service Learning, how to implement service learning across the curriculum
 - Part I Nuts and Bolts
 - Part II Integrating into the curriculum

Mistie suggested having a motivational speaker as one of the options in order to boost faculty and staff morale.

General Education: On February 4th there was an administrative meeting to discuss Gen Ed and Assessment Committee work in the areas of Gen Ed assessments. The meeting was attended by Dr. Lohmann, Dr. Bowen, Dr. Denton, and Mr. Pecha. Dr. Knedler was unable to attend.

It was decided to support the motion of the Assessment Committee to allow the general education assessment be done by the general education committee with help in administration by the assessment office.

In regards to testing, it was decided that the assessment for Gen Ed would stand as is, with all eligible rising junior being tested. This would ensure the longitudinal validity and reliability of the data for the overall Gen Ed program.

In addition, every 4th year all students within a subgroup would be tested. Subgroups consist of English, Social studies, Math, and Science. Science will be tested this spring. This will enable program diagnostics for program improvement to be done at the department level.

Meeting adjourned at 4:00 P.M.

Minutes submitted by Molly Hill