Assessment Council
MINUTES
September 22, 2009

Members Present: Norma McClellan, Pete Richardson, Don Fischer, Jack Llewellyn
Arbindra Rimal, Chantal Levesque-Bristol, Jeff Thomas, Martha Kirker

1. Meeting Schedule
Members agreed to set regular meetings for the fourth Monday in the fall semester:
Monday, October 26, 3:00, CARR 422 conference room
Monday, November 23, 3:00, CARR 422 conference room

2. Annual Reports Summary
Martha provided handouts for the members on annual reports evaluation:
- 2008 Summary of Program Review Guidelines for Responses from Colleges
- 2008 Overall Annual Report Analysis Conclusions
- Review of 2008 Annual Reports
- Assessment Council Review Year

Concern was expressed that departments are unclear about the process of receiving feedback from the Provost about their submitted annual reports.

Subcommittees for evaluation of individual departments are set up as follows:
- Blue: Arbindra Rimal, Jeffrey Thomas, John Llewellyn, Chantal Levesque-Bristol
- Red: Norma McClellan, Peter Richardson, Cathy Pearman
- Yellow: Don Fischer, Joe Sciarillo, Martha Kirker

Each subcommittee will evaluate the annual reports of one of their assigned departments by comparing their report to the submission guidelines. The subcommittee will select one report, compare it with the guidelines, and complete a feedback form for each program in the report. After each of the subcommittee members completes a feedback form, the group will meet to compare their findings and agree on a final form for each program. Exchanging information by email may minimize the need to meet in person.

The final feedback forms for all three subcommittees will be reviewed by the Assessment Council in December.

All subcommittees will discuss the evaluation of their chosen department at the next meeting.

Next Meeting: October 26, 3:00 p.m., Carrington 422
Assessment Council
MINUTES
October 26, 2009

Members Present: Kathy Coy, Don Fischer, Martha Kirker, Chantal Levesque-Bristol, Jack Llewellyn, Norma McClellan, Cathy Pearman, Pete Richardson, Joe Sciarillo, Susan Willingham

1. **Annual Report Template**
   Committee members reviewed assessment section of the annual report template.
   The importance of including tables as an appendix rather than embedded in the body of the report needs to be emphasized to departments.

   The committee made some revisions to the wording of the document.

   If departments already have matrices available that fit the guidelines and provide the information asked for in the annual report, they should be encouraged to include them or provide a link to them if they are available online.

   The revised template should be posted on the Provost’s website some time in November.

2. **Feedback Forms Review**
   a. **COE – Middle School BSED**
      The yellow subcommittee reported on their findings from their review of the Middle School Education program.
      Concern was expressed that information that was missing from the document should be available to the department. Cathy Pearman will speak to Dr. Groves, RF department head, to get more insight into why information is missing and communicate what is needed for next year’s report.

   b. **Agriculture**
      The red subcommittee reported on their finds from their review of the Agriculture department.
      The Agriculture report was significantly improved as compared to previous years.

      Most accurate and informative reporting is achieved when differing programs are reported separately. It needs to be emphasized to departments that they should be reporting programs separately.

      Before the next meeting, each subcommittee will review another program in their assigned area and will present their findings to the committee at the next meeting.

3. **MAPP College Participation**
   College deans are participating in promoting and supervising MAPP testing sessions. COE, CNAS, and CHPA are scheduled to participate this semester.

**Next Meeting:** Monday, November 23, 3:00-4:30, CARR 422 conference room
Assessment Council
MINUTES
November 23, 2009

Members Present: Don Fischer, Martha Kirker, Chantal Levesque-Bristol, Jack Llewellyn, Norma McClellan, Pete Richardson, Arbindra Rimal, Joe Sciarillo, Jeff Thomas, Susan Willingham

1. **Annual Report Workshops**
   The Assessment Council would like to hold workshops to assist colleges with preparation of annual reports.

   The workshops would include:
   - A panel of council members to give feedback and examples (approximately 30 minutes)
   - Time for questions from the participants

   Norma as council chair will make initial contact by email with college deans and indicate that the council representative from their college will follow up to discuss a workshop. Possible dates would be January 4-15.

   Council members would be the communication person for their college and would coordinate scheduling workshops for their college. This could be part of another college meeting or a stand-alone meeting.

2. **Feedback Forms Review**
   Teams presented their reviews of one of their assigned programs:
   - Agriculture – red team
   - Hospitality and Restaurant Administration – red team
   - Nursing MPH – blue team
   - Reading MAT – yellow team

   The council approved sending all reviewed feedback forms to the colleges/departments. Feedback forms will be sent to deans and department heads by email along with a message telling them that the council will be contacting them regarding an annual report workshop.

   Before the next meeting, each team will review another program in their assigned area and will present their findings to the committee at the next meeting.

Next Meeting: Monday, February 1, 2:00-3:00, CARR 422 conference room
Members Present: Kelly Cara, Bill Edgar, Chantal Levesque-Bristol, Don Fischer, Cindy Hail, Jack Llewellyn, Bob Willenbrink, Susan Willingham

Guest: Ben Foster (for Lisa Stein)

Kelly provided a handout with a list of which programs have submitted assessment plans. She showed the History department assessment plan she received as an example. The Assessment Measures Checklist and Learning Outcomes Checklist are both available on the FCTL Assessment webpage: http://www.missouristate.edu/fctl/87799.htm.

A letter Kelly has created will be sent with feedback to each program after the plan has been reviewed.

Kelly has divided the plans received into categories by completeness: 1) needs a lot of work, 2) needs some work, and 3) needs very little work.

Susan will request a folder on a university server which will be accessible to all the council members. The received plans can be copied into the server folder separated into three categories and all members can review the submissions before the next meeting. Susan will notify the members when the materials are available and provide the path to access them.

Chantal and Kelly will evaluate one submission from each category and send their evaluations to all members. The council will discuss those evaluations at the next meeting. Then the members can be divided into teams and each team will be assigned a group of plans to review.

Members should send Susan their preferred meeting times to try to find a time that will fit everyone’s schedule if possible.
MINUTES  
Assessment Council  
February 1, 2010

Members Present: Don Fischer, Martha Kirker, Chantal Levesque-Bristol, Jack Llewellyn, Norma McClellan, Pete Richardson, Arbindra Rimal, Jeff Thomas, Susan Willingham

1. Annual Report Workshops  
   CHHS – 2/4, 3:00-4:00 p.m., PROF 105  
   CHPA – 2/18, 9:30-10:30 a.m.  
   CNAS – 2/18, 3:15-4:00 p.m.

2. Policy on MAPP Testing  
   In the past, students receiving a second bachelor’s degree have been asked to take the exit exam again if their first test was taken more than two years before completion of the second degree. (When testing was begun, the university received funding for each graduating student completing the exam, but that is no longer the case. The number of students who complete the exam and the number scoring above the 50th and 80th percentile are still reported to the state.) The Provost has decided the new policy will be to require the test only once.

3. Registering for MAPP Testing  
   Students will be asked to register for the exam as a class in upcoming semesters. It is possible to add prerequisites in Banner, so the requirements for registration can be controlled by the system.

4. College Participation in MAPP Testing  
   All colleges have agreed to lead exam sessions at least once.

5. Increasing Student Motivation for MAPP Testing  
   It is easier to motivate students to do well on the departmental major field tests than on the MAPP tests. Suggestions were to put the scores on transcripts or somewhere that would be visible. Putting scores on transcripts was investigated in the past but was not possible or permitted. Transcripts are not generated out of Banner, so there could be technical difficulties to resolve now. This idea might be pursued in the future.

6. Freshmen MAPP Testing  
   The MAPP test will be administered to a group of freshmen beginning in Fall 2010 to collect data for the Voluntary System of Accountability, a national public scorecard.

7. Assessment Report Guidelines  
   Assessment reports may be due in May. The requested information hasn’t changed, but the format of the request will be different. Guidelines will be posted on the Provost’s website.  
   The Center for Assessment will review reports then the Assessment Council will review the ones with identified problems.

   Departments that have outside accreditation bodies could submit those accreditation plans if they meet the required criteria. Colleges have gotten the impression that this isn’t possible, but they need to be assured that it is. The table provided is a good model, but it is not necessary to duplicate exactly.

   The goal is to encourage those programs that are doing a good job to continue, and to help those who can improve.

Next Meeting: Monday, March 1, 2:00-3:00, CARR 422 conference room
MINUTES
Assessment Council
March 1, 2010

Members Present: Don Fischer, Martha Kirker, Jack Llewellyn, Norma McClellan, Pete Richardson, Arbindra Rimal, Jeff Thomas, Susan Willingham

Presentations were given for the Psychology Department and CHHS in January/February. The presentations for CNAS and CHPA were postponed. Kathy Coy had requested that the Council wait to schedule any more feedback meetings with colleges and departments until she can get more input from the on assessment report guidelines.

The Council reviewed the description of the Assessment Council from the University Committees Handbook:

(1) To consult with and advise the Director of the Center for Assessment; (2) to report to the Faculty Senate the purpose, nature, scope and author of mandated University assessment activities and to recommend tools and methods for compliance with such; (3) to assist the academic departments and other units, as requested, in the development and execution of assessment strategies; and (4) to provide advice and counsel to the Faculty Senate and to Office of the Provost in matters of instructional support.

Membership: Includes six (6) members of the ranked faculty, one (1) from each college, named by the Senate Executive Committee and the Director of the Center for Assessment; one (1) representative of the academic administration, named by the Provost; two (2) students, named by the President of the Student Government Association; and the Director of the Center for Assessment. The six faculty members and the representative of the academic administration will each serve a two-year term. The two students will serve for one year and may be renamed. The remaining individuals will serve as ex officio members in that they will serve by virtue of the office they hold; however, it is to be noted that they will be voting members of the Council. Council members shall report assessment activities and Council discussions to the colleges, departments, and other units they represent.

The Executive Committee is composed of five of the Assessment Council members with no fewer than two ranked faculty, the Director of the Center for Assessment, and a Chairperson appointed by the Provost. The Executive Committee shall provide a continuous review of the activities of the Center for Assessment and prepare the agenda and reports for discussion and consideration by the Assessment Council. Subcommittees of the Council shall be appointed by the Executive Committee as are deemed necessary and appropriate for the timely fulfillment of the functions of the Council.

Faculty Members:
Norma McClellan, MU, COAL 2010
Peter Richardson, MG, COBA 2011
Cathy Pearman, RFT, COE 2010
Donald Fischer, PY, CHHS 2010
Jack Llewellyn, Dept Head, RE, CHPA 2010
Arbindra Rimal, AG, CNAS 2011
Representative of the Academic Administration:
Chantal Levesque-Bristol, Dir of FCTL, PY, CHHS 2011

Other Voting Members:
Martha Kirker, Dir of Ctr for Assessment, ex officio

Student Members:
Joe Sciarillo
Jeff Thomas

Exec Committee:
Norma McClellan, MU, COAL, Chair
Donald Fischer, PY, CHHS
Jack Llewellyn, Dept Head, RE, CHPA
Peter Richardson, MG, COBA
Martha Kirker, Dir of Ctr for Assessment
Chantal Levesque-Bristol, Dir of FCTL, PY, CHHS
Members expressed a desire for clarification of the process of appointing members and of who has oversight of the Council and who the Council reports to. The Faculty Senate is mentioned in the description from the Committees Handbook and was involved with Council decisions in the past, but they have not been involved recently. The Faculty Senate originally approved the mission of the Assessment Council and major decisions such as requiring the General Education Exit Exam of all bachelor’s degree students. Possibly representatives from the Assessment Council, the Provost’s office, and the Faculty Senate could meet to clarify the Council’s charge.

Members agreed that Norma will write a resolution to state what the Council views as its responsibilities, including how assessment reports will be handled in the future, and send it to the members for review and editing.

**Next Meeting:** Monday, April 19, 3:00-4:00, CARR 422 conference room
MINUTES
Assessment Council
April 14, 2010

Members Present: Kathy Coy, Don Fischer, Martha Kirker, Chantal Levesque-Bristol, Jack Llewellyn, Norma McClellan, Pete Richardson, Arbindra Rimal, Susan Willingham
Guests: Belinda McCarthy, Margaret Weaver, Rachelle Darabi

1. The minutes of the March 1 meeting were approved as presented.

2. Cindy Hail has been nominated to replace Kathy Pearman as the representative from College of Education.

3. Norma presented a summary of the work of the Assessment Council:
   - The Council is made up of representatives from each college, ex-officio members, and student representatives.
   - Meetings are held monthly.
   - Council purpose: The University Assessment Council in collaboration with the Center for Assessment seeks to implement a comprehensive, continual, and multidimensional program to facilitate the assessment of student learning outcomes and the evaluation of academic programs at Missouri State University. The Council will request and review Program and Departmental Assessment reports bi-annually to insure practices of quality assessment throughout the university. The Council will continue to provide assistance to programs/departments via guidelines, assessment tools and presentations based on The Guide for Institutions and Evaluators provided by the Council of Regional Accrediting Commissions. A schedule of Council review and assessment report due dates will be provided to each program/department.
   - The Director of the Center for Assessment sends out requests for Assessment Reports
   - Three teams of Assessment Council members review the reports, documenting excellence and deficiencies.
   - A schedule was created to review each program assessment report every three years, being certain that programs had feedback on the year prior to their Program Review.
   - The Assessment Council designed and refined a rubric for these reviews – comments were standardized for clarity.
   - Completed rubrics are communicated to the departments via the Director of the Center for Assessment and posted to the web.
   - The Assessment Council has reviewed all programs except Education, and the next round of review will compare current practice with suggestions offered in the rubric from the last review.
   - The Assessment Council has prepared a PowerPoint presentation to assist colleges and departments with their assessment tasks and reporting. The presentation has been given three times.

4. Dr. McCarthy gave the Council feedback and input on her view of the work of assessment. Increasing emphasis is being placed on accountability and learning outcomes in higher education in two areas:
   a. General Education – senior MAPP testing & freshmen MAPP testing beginning Fall 2010. Universities want to document that students are getting a value-added experience in their education.
   b. Degree Programs – program analysis
      i. To make comparisons to other schools
      ii. To improve curriculum and learning
Desired outcomes can be identified by soliciting feedback from employers and alumni. Every department does an annual report and assessment needs to be a part of that review. Departments need to be encouraged to meet the goals they have set and have accountability in the processing of achieving their goals. Correction of deficiencies in submitted assessment reports (when needed) should happen in a timely fashion for most efficient use of feedback. The Council needs to look at the review and feedback process and possibly implement any desired changes over a period of time.

5. Margaret Weaver spoke to the Council to clarify the Assessment Council description in the Committees Handbook. The Committees Handbook has multiple references to the Faculty Senate:
   a. Part of the Council’s duties are “to report to the Faculty Senate the purpose, nature, scope and author of mandated University assessment activities and to recommend tools and methods for compliance with such.”
   b. The Council will “provide advice and counsel to the Faculty Senate and to Office of the Provost in matters of instructional support.”
   c. Council members are “named by the Senate Executive Committee and the Director of the Center for Assessment.”

The Council does not currently provide reports to the Faculty Senate and Dr. Weaver was unaware that the Council was ever charged with doing so. It was suggested that the Council could provide written reports to the Faculty Senate if the Senate so desired.

The Senate is not involved in approving Council members. It was decided that the process for appointing new Council members should be:
   1. Recommendations would be taken from the Director for the Center for Assessment, Faculty Senate, the Provost’s office, and anyone else who offered recommendations.
   2. The Faculty Senate Executive Committee would officially approve the recommended members.

The Assessment Council description in the Committees Handbook will be revised before May when the new Council terms begin. The Council might submit a report on assessment requirements to the Faculty Senate in the Fall.

Next Meeting: Wednesday, April 28, 4:00, CARR 422 conference room
MINUTES
Assessment Council
April 28, 2010

Members Present: Don Fischer, Cindy Hale, Martha Kirker, Chantal Levesque-Bristol, Norma McClellan, Pete Richardson, Arbindra Rimal, Joe Sciarillo, Susan Willingham

1. Meeting Minutes
   The minutes of the April 14 meeting were approved as presented.

2. Restructuring/Reorganization of the Center for Assessment
   As of May 1, Assessment functions will be moving to the Faculty Center for Teaching and Learning. Chantal addressed the Council on the changes she sees as a result of the reorganization.

   Assessment will be playing a role in studies on programming, assisting programs in organizing and specifying learning outcomes, and targeting resources for program intervention to improve learning outcomes on the program level.

   The Assessment Council will still have a direct connection to the Provost’s office. FCTL will be providing leadership and direction for the Council.

   The Council will be asked to take a more active role in making recommendations and assessing department reports. In the last council meeting, the Provost emphasized the need to fix unacceptable reports immediately. Chantal will take responsibility to communicate to the departments about correcting and resubmitting incomplete reports.

   Some council members expressed concerns about trying to make changes in the assessment processes prior to the arrival of new university administration leadership.

3. New Council Member
   Cindy Hale will be the new council member representing the College of Education.

4. Assessment Report Rubric
   No changes will be made to the rubric at this time.

5. Request for New Assessment Reports
   The Council chose not to set a report due date at this time, but reports might be requested some time in the fall. Chantal will do the preliminary communication with deans before the end of the semester to build awareness that the council will be requesting new assessment reports. Chantal will speak to ALC about the changes in assessment and discuss the assessment process.

   The suggestion was made that all colleges and departments have committees responsible for assessment which would facilitate easier communication with colleges and departments. Chantal will suggest to the deans that the colleges and departments who don’t have assessment committees need to form them at the beginning of the fall semester. Chantal will update the Council members on her efforts.

6. Next meeting
   The Council will meet again after the beginning of the fall semester.
MINUTES
Assessment Council
June 24, 2010

Members Present: Cindy Hale, Chantal Levesque-Bristol, Pete Richardson, Arbindra Rimal
Guest: Steve Berkwitz (for Jack Llewellyn)

Membership Changes
Martha Kirker retired effective May 31. A search is in progress for an Assessment Research Coordinator. The desired start date is August 1. The Assessment Research Coordinator will report to Chantal in the Faculty Center for Teaching and Learning. The functions performed by the Center for Assessment will be integrated into the Faculty Center for Teaching and Learning. Council members expressed interest in meeting with Assessment Research Coordinator candidates, and Chantal agreed to contact members when the search process reaches the point of on campus interviews.

Norma McClellen has resigned from the Council, so a COAL member will need to be found. In the meantime, Chantal will take a leadership role with the Council.

Membership Appointment Process
Council members looked at the 2010-11 Council Charge and Membership section from the committee handbook which has been updated to reflect changes in Faculty Center for Teaching and Learning and to more accurately reflect the mission and functioning of the Council. Cindy will check with the Faculty Senate to be sure that changes made to the membership description and nomination process do not create any problems with them because the Faculty Senate Executive Committee is referred to in the membership description.

Members suggested the procedure for nominating new members should be:
1. Departmental assessment committees will nominate one of their members to the college dean as a candidate to serve on the Assessment Council.
2. The dean will choose one of the candidates and submit that person’s name to the Council as the college’s Council member.

COAL will need a new representative to replace Norma, so Chantal will talk to Carey Adams about forming departmental assessment committees and choosing a replacement following the above procedure.

The Provost will appoint a new Council chair.

Charge
The Charge and Membership statement refers to providing advice and counsel to the Faculty Senate. Council members discussed that this could be formal reporting in a Faculty Senate meeting, submitted as a written report, or informally as requested. A decision has not been reached yet on this issue.

Revision of Assessment Cycle Model
Chantal gave council members a chart of the revised assessment cycle which places an emphasis on making assessment a complete cycle of defining goals, assessing outcomes, receiving feedback, and making adjustments based on feedback. The Assessment Council will support the work of the Faculty Center for Teaching and Learning and the Assessment Research Coordinator. Included in this cycle process is a
departmental assessment committee to oversee the task of assessment in each department rather than leaving it to department heads.

**Reporting Cycle**
Council members agreed that a two-year reporting cycle would be most beneficial. Each program would submit an assessment report for review every two years which would include two years of data, so data gathering would be continuous and ongoing. Possibly programs with objectives and assessment plans already in place would be the first to be reviewed to allow other programs time to create objectives and allow time for data gathering and analysis.

The review process would be:
1. The Assessment Research Coordinator will review all reports.
2. The Assessment Research Coordinator will assign a few Council members to review each program.
3. The Assessment Research Coordinator will bring to the full Council any reports that need more extensive review.

**Council members should review the 2009-10 and 2010-11 charges and membership list and provide feedback to Chantal by next Friday, July 2.**