

## **Assessment Taskforce Minutes January 11, 2005**

The Assessment Taskforce met at 2:45pm on Tuesday, January 11, in the Blue Room of the Business Sciences Building. Members present were: Dr. Bill Lewis, Kathy Ackerman, Mike Lipkin, Tim Beaver, Jeremiah Councill, Jo James, Tom Tucker, Barbara Peterson, John Quinley, Melissa Swofford, Erin Strickland, Nancy Womack and Carol Richardson.

The following items were discussed:

### Old Business:

1. Nancy Womack welcomed new member, Melissa Swofford who has agreed to serve on the Assessment Taskforce as well as the Portfolio subcommittee as a representative of the Business Science area. Nancy announced that Dr. Myra Johnson has also agreed to serve on the Assessment taskforce.
2. John Quinley reported that the SACS Compliance report is in its final editing stage with the assistance of Susan Vaughn. Electronic links will be established so that the report may be accessed electronically. The goal date for completion is March 15, 2005.
3. John Quinley reported that the Liaisons have distributed the Levels of Implementation Survey. These surveys have been returned to the Office of Assessment, Planning and Research who have compiled the responses into the Levels of Implementation Survey Draft Report. The findings of this survey are being presented at the divisional meetings. Division members will discuss current functioning, goals for future functioning and actions needed in the future to reach these goals. This information will be compiled by Lisa Bridges and will be consulted in the development of the QEP plan. Arts and Sciences have completed this process and other divisions are meeting this month. John Quinley stated that this will inform all areas, encourage discussion, and will provide a commonality and rationale for the QEP. Date due mid February.

### New Business:

1. Nancy Womack distributed the revised QEP Prospectus. She reported that the QEP will focus on the general education competencies as they relate to the curricula areas. The QEP will also consolidate three interrelated initiatives into an integrated plan.
2. Members of the QEP subcommittee have been assigned content areas in the QEP plan. Kathy Ackerman will be responsible for literature review of best practices with the assistance of Jo James and Barbara Peterson. Nancy Womack will be responsible for the background history and the rationale for the QEP. John Quinley will write the program assessment of general education outcomes component. Carol Richardson will document actions demonstrating involvement and information on campus and community wide. Nancy and John will be responsible for editing the whole document once the

component parts are completed. The due date for the final draft is August 2005 but the taskforce's goal is May 2005.

3. Dr. Bill Lewis announced that he will have an informational meeting about SACS and the QEP for all college personnel on January 25 at 3:15pm in the Library auditorium. Dr. Lewis suggested giving everyone who answers questions about the QEP correctly a golden apple pin. This would be a creative way of informing and involving all employees and students in the QEP process.
4. Mike Lipkin mentioned posting a large golden apple on campus to spark curiosity. Other suggestions were offered by other committee members such as getting SGA involved in having a caramel apple social instead of ice cream. Mike will work with Nancy Womack to get this part of the project moving.
5. QEP subcommittee reports were given:
  - A. Portfolio subcommittee:
    1. Dr. Barbara Peterson, Chair
    2. This committee will be meeting directly after this meeting to develop a survey to see current practices regarding student portfolios. This survey will be combined faculty survey with a survey on the use of assessment tools patterned after the survey of 2001 and 2003, and outcomes of learning strategies to be developed by the learning strategies taskforce. Nancy Womack distributed a draft of the survey. They will also be responsible for developing the student portfolios workshops scheduled for March 7-11.
  - B. Project Penelope Subcommittee:
    1. Jo James, Chair
    2. Jo James reported that all artifacts have been collected and are ready for the assessors to begin their work. Nancy Womack will coordinate the assessors for the writing rubric, Tim Beaver the quantitative rubric and Jo James the problem solving rubric.
    3. Jo James reported that Penelope now has a logo designed in collaboration with Cathy Alexander in the form of a tree.
    4. Barbara Peterson asked if an overall Student Portfolio Assessment could be entered into Penelope in the future. Jo stated this would be possible. A rubric would need to be developed for the student portfolio using the same point scale as the other rubrics.
    5. Jo reported that her subcommittee has developed an artifact submission form which is available electronically for all faculty.
  - C. Program Assessment Subcommittee:
    1. Dr. John Quinley, chair
    2. John Quinley reported that a process needs to be put in place to inform all faculty and staff of the best practices literature. It was suggested that this effort be coordinated with the Professional Development committees. A suggestion was to use the Fall Convocation and Professional Development Day 2005 for the QEP information and education.

The meeting was adjourned at 4:15pm.

Dr. Bill Lewis' campus wide meeting will be January 25 at 3:15pm in the Foundation Auditorium

The next QEP subcommittee will meet February 7 at 2:30pm in John Quinley's conference room.

The next assessment taskforce meeting will be held February 15 at 2:45pm in the Blue Room.

The next Campus-wide Assessment Meeting will be held February 24, 2005 in the Foundation at 2; 30pm.

Minutes prepared by Carol Richardson, Assessment Taskforce Vice Chair