Minutes
Assessment Oversight Committee
September 11, 2006

Present: Carol Sue Butts (Provost), Shane Drefcinski (Assessment coordinator), Peter Hadorn (LAE), Annie Kinwa-Muzinga (BILSA), Tom Lo Guidice (LAE), Amanda Trewin (BILSA), Carlos Wiley (Student Affairs Representative), Qi Yang (EMS)

Absent: Mohaninder Gill (EMS), (Faculty Senate Representative), (Academic Planning Council Representative), (Undergraduate Curriculum Commission Representative), Student Senate Representative)

Guests: George Smith, Joanne Wilson

1. Approval of 5/8/2006 minutes. OK as distributed.

2. Elect chair and secretary
Shane Drefcinski will continue to serve as chair.
Amanda Trewin will serve as secretary.

3. Report from the chair:
Overview of AOC purpose, duties and responsibilities
Referred to employee handbook
With regard to 2nd responsibility (monitors on a continuing basis the assessment of general education; reviews assessment updates from each of the departments and programs), will review submitted self-study. Self-study should be a 1-3 page document and should include tools used to assess student learning outcomes/objectives and anticipated changes in assessment.

Members invited to attend 2006 Assessment Institute in Indianapolis, October 29-31, 2006. For more information, consult the website:
http://www.planning.iupui.edu/51.html
Applications are due 10/6/2006.

4. 2006-2007 AOC Schedule

Fall Semester
   September 11, 2006: Why Freshman Fail (Smith & Wilson)
   September 25, 2006: Financial Aid, MERC
   October 9, 2006: Reclamation
   October 23, 2006:
   November 13, 2006: History
   November 27, 2006: Animal Science; Discuss focus of Assessment Activity Fund grants
   December 11, 2006: Honor’s Program

Spring Semester
   January 22, 2007:
February 12, 2007: Living & Learning Center, University Foundation
February 26, 2007: Business Administration
March 26, 2007: Intramurals
April 23, 2007: Criminal Justice, English

Still need to schedule dates to choose AAF recipients and five AAF presentations (Mirth, Liberal Studies Outcomes within Engineering; Bernhardt, Accreditation Criterion 5; Reynolds, Online Academic Advising; Drake, Noel-Levitz Assessment of On-line Learning; Zauche, Peer-Review Assessment in Chemistry)

5. Assessment Activity Fund Report—Why Freshman Fail: George Smith and Joanne Wilson

Goal of project: To improve student retention (particularly among freshman)
Method: To design a brochure aimed at incoming freshman
Data collected:
  - Content analysis of appeals
  - Surveys in several freshman-level courses
  - Focus groups (3 groups, 8-14 students/group)
Assessment of project: Determine number of freshman students that fail one course, number of freshman students that are placed on academic probation and number of freshman students that are dismissed. These data will be compared to previous semesters.
Issues: Initial brochures were given to parents of incoming freshman at registration rather than to the students. The intent was that students each would receive a copy. Parents may or may not communicate information in pamphlet with incoming freshman. Many students did receive a copy in “Introduction to College Life”; however, only 25% of freshmen are enrolled in this course and it may be too late.
To continue using this brochure, the cost of printing will need to come from Student Affairs budget.
Faculty and staff are welcome to use brochure for classes or advising. To get copies, contact Cheryl Bagstad, at Mail and Duplicating Center.
Overall, committee thought brochure was excellent.
Tom Lo Guidice suggested that faculty/staff could benefit from hearing Assessment Activity Fund Reports. TEC may make dates of various reports available such that faculty/staff could attend if interested.

6. Meeting adjourned at 4:50 p.m.