Minutes
Assessment Oversight Committee
April 23, 2007

Present: Carol Sue Butts (Provost), Shane Drefcinski (Assessment coordinator, Undergraduate Curriculum Commission Representative), Tom Lo Guidice (LAE), Annie Kinwa-Muzinga (BILSA), Amanda Trewin (BILSA, APC Representative),

Absent: Peter Hadorn (LAE), Mohaninder Gill (EMS), Carlos Wiley (Student Affairs Representative), Qi Yang (EMS), (Faculty Senate Representative), (Student Senate Representative)

Guests: Tom Caywood, Matt Roberts (new member)

1. Approval of March 26, 2007 Minutes.
   Tom moved to approve, seconded by Annie.

2. Announcements:
   A New Taxonomy—Tom Lo Guidice

   English department should have another day to present because needed to be rescheduled.

3. Criminal Justice—Tom Caywood
   Tom identified tools used to assess students. CJ has implemented some changes based on earlier evaluations.

   CJ has increased the return rate of senior surveys by administering them during senior seminar. Analysis of senior surveys is scheduled for summer 2007. No specific changes have been made because results of survey not available yet.

   70-80 students graduate per year from CJ.

   CJ is investigating offering a forensic investigation major.

   The question “What information has been gleaned from other tools?” was asked. Students are having troubles writing. A pass/fail Writing exam is taken 1st semester sophomore year. Students that are weak in writing skills, based on this test, are sent to writing center for extra help. Students will not be able to take upper level courses unless the writing exam is passed.

   Some students in the CJ program also attain Police certification (approximately 15-20 students per summer). Police certification requires 520 hours at academy. UWP will not change coarse work to meet what academy wanted.
What do we need to do to improve the program? UWP students fair well on written portion of test. Our students don’t do as well in oral portion of test. This has led to the addition of formal oral presentations in CJ curriculum.

The CJ program receives feedback from employers but typically only those offering internships.

The CJ program does have an advisory board. The advisory board meets at least once every two years. Shane suggests that the advisory board be listed as one assessment tool used by the program.

There was a motion to receive report by Tom, seconded by Annie. It was requested that data that is analyzed during summer 2007 be submitted to and shared with AOC in fall 2007.

Tom suggested that the CJ program consider using Survey Monkey as a tool to administer assessment surveys as it provides basic descriptive statistics.

4. Assessment Activity Fund Recommendations
   $15,000 are available and therefore we are able to recommend the funding of 5-6 proposals.

   Annie commented that perhaps it would have been more appropriate to submit some of the proposals to TEC (course-specific).

   Votes were from members present. Several AOC members were not present and had not submitter recommendations. We were not able to finalize recommendations. Vote totals and discussion will occur via email asap.

   A recommendation was given that IRB approval be obtained prior to carrying out any studies involving humans as research participants.

5. Summary of year’s events
   Shane has started document for Faculty Senate.

6. New members on AOC for 2007/08 are Marge Karsten and Matt Roberts.

7. Adjournment.