Assessment Oversight Committee Minutes  
Monday, September 10, 2007  
4:00 p.m. - 320 Brigham

Present: Carol Sue Butts (Provost), Shane Drefcinski (Assessment coordinator, Undergraduate Curriculum Commission Representative), Mohaninder Gill (EMS), Peter Hadorn (LAE), Marge Karsten (BILSA), Matthew Roberts (EMS) and Amanda Trewin (BILSA, APC Representative)

Absent: Tom Lo Guidice (LAE), (Student Affairs Representative), (Faculty Senate Representative) and (Student Senate Representative)

1. Introductions/Secretary
Shane Drefcinski agreed to continue to serve as chair. Amanda Trewin agreed to continue to serve as secretary.

Peter Hadorn moved to approve 4/23/07 minutes with minor revisions. Shane Drefcinski seconded the motion.

2. Purpose, Duties and Responsibilities
The Purpose, Duties and Responsibilities are described in the Employee Handbook 2007-2008. They can also be found at http://www.uwplatt.edu/university/documents/emp_handbook/current/Part3/university/assessment.html. These were discussed by committee members.

Programs are reviewed regularly. Academic programs are reviewed every 6 years with a review by Academic Planning Council between AOC reviews. General education areas are reviewed every 6 years with a review by Academic Standards between AOC reviews. Ancillary services, such as the UWP Farm, are reviewed every 6 years.

3. Membership
Membership is posted on the web at http://www.uwplatt/committees/aoc/. Either Cheryl Nevins or Carlos Wiley will be the Student Affairs Representative. Neither were present. We still need a Faculty Senate Representative and a Student Senate Representative.

4. 2007/2008 Meeting Dates and Review Schedule
September 24, 2007-Discuss HLC recommendations for assessment and criterion/focus for Assessment Oversight Funds for 2008-09
October 8, 2007-International Business Resource Center, Center for Plastic Processing Technology
October 22, 2007-Counselor Education
November 12, 2007-Honor’s Program
November 26, 2007-Assessment Activity Fund (AAF) Presentations: Reynolds and Mandel
December 10, 2007-Pioneer Involvement Center
January 28, 2008-Music
February 11, 2008-English
February 25, 2008
March 10, 2008-International Studies
April 14, 2008
April 28, 2008-Pioneer Activity Center and Performing Arts
May 12, 2008

Soil and Crop Science, Pioneer Student Center, General Education Assessment of Humanities and Speech and AAF Presentation (Meyers) still need to be scheduled.

6. Review Questions
   Discussed questions asked of programs being reviewed.
   1. What evidence do you have that students achieve your stated learning outcomes?
   2. What have you learned as a result?
   3. Document specific changes that have resulted from your assessment efforts?

7. Announcements
   Additional funds are available due to TSI. Some funds will be used to reward a department for doing an excellent job on assessment.
   
   The 2007 Assessment Institute is in Indianapolis, Indiana on November 4-6, 2007. Registration is due by October 12, 2007. The Provost’s office is willing to fund if any AOC members are interested in attending. Information about the institute can be found at www.planning.iupui.edu/institute.

8. Next Meeting
   Monday, September 24, 2007
   4:00 p.m. – 320 Brigham

Meeting adjourned at 4:30