Minutes
Assessment Oversight Committee
Mar 08, 2010

Present: Shane Drefcinski, Duane Ford, Margaret Karsten, P.B. Ravikumar, Matthew Roberts, Amanda Tucker

Guests: Wei Li (Representing Hal Evensen)

1. Members and guests were introduced. Minutes of the Feb 22, 2010 meeting was approved after name correction of the guest.

2. Announcements:
   a. Drefcinski announced about MAPP examination to 196 students. The Chancellor's office has been contacted regarding the matter.
   b. Drefcinski is contacting Kathy Lomax about the revised language for the Assessment Activity Fund (AAF) Guidelines. Drefcinski will request sending e-mails about AAF information being available on the web.
   c. Ford reminded of the requirement of an action plan by each unit to define how human diversity issues are being addressed. In the future, every reporting unit to AOC should be asked as to how they are addressing equity in outcomes and AOC should oversee this matter.

3. Documentation consisting of the Engineering Physics’ (EP) assessment plan, assessment results, and specific changes resulting from assessment was made available to the committee. In conjunction with the document, major points addressed during the meeting were:
   a. Data collection for assessment and changes was made from various sources such as the ABET visit, Alumni Advisory Board meeting, Student Advisory Board meeting, Employer Assessment, Alumni Advisory Board meeting Course File Assessment, Grades, Course Files, Senior Design Sponsor Assessment, EP Senior Exit Interviews and Surveys, Advising Folders, EP Course Assessment and Co-op Reports’ Evaluations, EP Student Meeting, EP Alumni Meeting, and EP Employer Survey.
   b. Drefcinski pointed out that changes resulting from assessment have not been updated on the web. Li will ask Hal Evensen to do so.
   c. Li mentioned that the EP faculty identified weakness on inter-disciplinary aspects but the alumni did not reflect that opinion. So no changes have been made for now on that matter.
   d. To address weakness in leadership aspects, project managers are appointed on a rotational basis on industry sponsored projects.
   e. In response to the question of women/minorities within only 15 or so students, Li mentioned that there are typically one or two women in the program.
   f. Roberts asked about the relation between the course grades and outcome assessment, adding that ABET is not always happy with grades as a measure. Li replied that it is only a metered outcome.
g. Li replied in the affirmative to a question from Tucker as to whether students see their course files and get a feedback.

h. Ford expressed happiness to note that action has been taken from feedback received from different sources.

4. The meeting adjourned at 4:50 pm.

Respectfully submitted,

P.B. Ravikumar