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

Guests: Mary Larson

1. Members and guests were introduced. Minutes of the April 12, 2010 meeting was approved unanimously.

2. There were no announcements.

3. Mary Larson shared Textbook Center’s assessment information with the committee. Major points addressed are given below.
   a. Mission statement and goals were presented.
   b. Student Senate members’ survey has been the main basis for assessment and improvements.
   c. Student senators mostly rated fairly well to well on the question of how the general needs of the student population are being met by the student center. Most students senators voted that textbook shortage was handled well during drop/add sessions. Majority of the senators agreed on books in shortage being sent to Karrmann Library as a reference material is a good idea. A significant number of senators felt that many instructors did not use textbook extensively. A vast majority of the senators found that it was easy to locate books in the textbook center. Certain senators felt that the textbook damage policy be reviewed. Some senators suggested that professors should look into the number of textbooks they are assigning for their courses.
   d. Shelving of books on their own by students started as a pilot project in Fall 2008. As a result, waiting lines have been reduced drastically. Student senate has since approved the new shelving procedure unanimously since Spring 2009. Cost savings are in the order of about $10,000 per year.
   e. Some other conclusions and decisions drawn through the student senate survey are that a significant number of books are not being used by faculty; purchasing replacement books at online sites for damaged books are now allowed; volunteers regularly help out at textbook center during student orientation; students pick up and shelve their own books; Textbook center is now open year round because sorting tables are not needed; pre-session summer and Winterim semesters’ books are distributed during regular semester book return; unique bar codes help trace lost books to borrower.
   f. Textbook Center’s website features were shared with the committee.
   g. Students at the Fox Valley and Rock County centers get their books through the Karrmann Library Truck System – thereby avoiding mailing costs.
   h. In response to a question by Karsten as to how $10,000 savings were achieved, Larson replied that personnel who have experience have been hired instead of those with no experience and training them.

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Minutes
Assessment Oversight Committee
Apr 26, 2010
i. Ford inquired if there are any difficulties due to the high percentage of part time staff. Larson replied that except in very few cases, most know the process and hence there are no problems.

j. More UW-System institutions are looking into textbook centers like the one at UWP.

k. Following Roberts’ comments that student senate survey may not be representative of the entire student body, Ravikumar suggested that the Textbook Center can look into having a survey for one class in each college every year. Ravikumar also suggested that the survey questions be grouped into various categories for a more effective understanding and assessment of the responses.

4. Following some modifications, the draft AOC Summary of Art Assessment Review prepared by Drefcinski was approved unanimously.

5. The meeting adjourned at 4:55 pm.

Respectfully submitted,

P.B. Ravikumar