Minutes
Assessment Oversight Committee
May 10, 2010

Present: Shane Drefcinski, Duane Ford, Dennis Ciesielski, P.B. Ravikumar, Matthew Roberts

Guests: Evelyn Martens, Tanya Rzepiejewski-Little, Jennifer Fuschino

1. Members and guests were introduced. Minutes of the April 26, 2010 meeting was approved unanimously.
2. Ford announced that George Smith and William McBeth will be in charge of the Teaching Excellence Center.
3. Evelyn Martens, Tanya Rzepiejewski-Little, and Jennifer Fuschino shared Tutoring Services’ assessment information with the committee. Major points addressed are given below.
   a. Writing center and Tutoring center, although now a combined unit since about two years, operates as separate entities.
   b. Unlike relying very much on customer satisfaction responses alone in the past, assessment procedures have been revised to focus on learning outcomes. Learning outcomes for both tutor and tutee have been identified and are assessed continuously.
   c. Tutoring Services helps about 300 students a year.
   d. Ratio of men to women students seeking tutoring services is generally about 3 to 1. Improvements also need to be made to reach international students more.
   e. Questions asked of tutors and tutees have been selected to primarily address outcomes’ assessment.
   f. Students are made aware of resources other than tutoring services such as instructors, library, and tutoring services offered by certain individual programs/departments.
   g. Note taking has been identified by students themselves as a weak area. The tutoring services plans to offer more workshops in the area. Ravikumar suggested that faculty share with students specific information when available about such workshops.
   h. A very small percentage of students scored lower grades after getting tutoring services’ help – seeking help late may be the cause.
   i. Improving punctuality of tutors is being addressed by the tutoring services.
   j. As part of closing the assessment loop, several decisions have been made. These include incorporating time management and test taking strategies into tutor training curriculum on D2L.
   k. Martens answered in the negative to Ford’s question as to whether any assessment of students who do not use tutoring services has been made. Ford suggested “inviting” students to tutoring services. Drefcinski encouraged more introductory courses about transition to college such as the “Introduction to Engineering” in the College of EMS.
   l. The committee commended the assessment work presented to the AOC by tutoring services.
4. Seven Assessment Activity Fund (AAF) Proposals were recommended for funding by AOC. Roberts suggested that a more detailed rubric be prepared for future AAF Proposal guidelines. With regards to dissemination of results from funded proposals, Drefcinski pointed out that a report must be written and presented to AOC. Additional dissemination will be required if expected by interested groups such as faculty or program or department.

5. The draft AOC Summary of Textbook Center assessment prepared by Drefcinski was modified to include survey of department chairs as suggested by Ciesielski. The revised summary was approved unanimously.

6. The meeting adjourned at 5:20 pm.

Respectfully submitted,

P.B. Ravikumar