

## **Minutes, September 12, 2005:**

- 1) Review, claim, modify, or reject chair's notes on departmental goals (as roughly sketched at our May meeting and typed up over three months later!).**

Descriptions of goals for the year in each department were approved as meeting the best prediction so far about SOA work for the coming year.

- 2) Update on college website and on Martie's one bright idea from summer.**

Martie reported that, as part of her administrative fellowship duties, she will be helping the new Director of Assessment, Bev Kopper. Martie is overseeing two graduate assistants who are working on an Assessment website. Martie has volunteered to post on this web site the summaries of the CHFA discussions of last year that focused on frequently asked questions by CHFA faculty. Real questions by real faculty will enhance communication about assessment on our campus. She hopes to post the FAQ by CHFA faculty in the near future.

Committee members expressed an interest in meeting with Bev at some time in the future this year. They are interested in learning of her SOA goals for each college and of procedures she has in mind for linking departmental and college work on SOA with a larger university picture. They are interested in knowing what activities are being planned to further SOA on campus. At the same time that the committee can get a better sense of the big picture on SOA on campus, Bev can get a sense of what SOA is like at the departmental level.

- 3) Discuss Allen – Do we need to review? Can we start with Chapter 4 at our next meeting?**

The committee decided that it will be able to begin working on Allen with Chapter 4 at our next meeting.

- 4) Share inventory (as available) of interests with Martie for her research purposes. Example: Martie has found a wonderful new book on using portfolios that may expedite the actual assessing of portfolio contents.**

Committee members are interested in links between classroom assessment focused on students and program assessment. How are they different? Can they be linked?

They are interested in how students are assessed across a program in relation to their specific work in courses and on how outcomes for students are aligned in the courses. On specific course assignments, what outcomes for students in terms of their programs are being explored and how can all of this be communicated to a departmental faculty.

Committee members expressed interest in portfolios and how to create strong portfolios and in rubrics. The committee would also like to address validity and reliability. Knowledge of these terms varies widely among college faculty, in part because of differences in our fields and disciplines. Model surveys are also of interest.

Martie indicated that, as part of her fellowship, she is spending several hours a week working on the SOA literature. She will be looking for resources for committee members in all of these areas.

- 5) Discuss a possible further iteration of the dean's report template in response to the suggestion last spring that we correlate our report with the new NCA "conversation questions." Their format may be more user-friendly than what we have.**

Martie indicated that the SOA reports had been submitted to the dean. The committee members all said that they had not seen the SOA reports from their departments. They would like to see them. They also wonder if it would be appropriate for heads to share drafts of the SOA reports and consult with the SOA committee representatives in writing up their annual reports.

The committee is interested in seeing whether the reporting template, already aligned with university program review SOA template could be further aligned with NCA "conversations about SOA" questions. Martie volunteered to look at the template and at the NCA questions and see if an alignment of the two is possible in a further iteration of our Dean's Report SOA template.

- 6) Discuss our thinking on college level workshops for the coming year. ? Other business?**

Time ran out before we could discuss this.

#### **Agenda for October 3 meeting:**

- 1) Welcome new member from Modern Languages.**
- 2) Review September 12 minutes for accuracy and completeness.**
- 3) Dean's annual report reporting process and format update**
- 4) Discuss Allen, Ch. 4**
- 5) Update from Martie on resources for which she has been looking on behalf of committee members.**
- 6) Other?**