

Minutes from September 2007 CHFA SOA Committee meeting:

Attending: Reineke, Berghammer, Chatham-Carpenter, Baughman, Gladden, Moon, Olivares, Schmitz, Nelson

The Committee welcomed Gabriela Olivares, new representative from Modern Languages and Jessica Moon from the Honors Program.

1) Report from Ken on University SOA Committee meeting he attended as our substitute rep.

Ken reported on the new mini-grant program offered by the Office of Academic Assessment. The University SOA Committee had reviewed the draft at its meeting. Departments are encouraged to apply for the mini grants in order to support their assessment efforts. Also, if the grant program runs out of funds because of its popularity, Donna Vinton and the University SOA Committee will be better positioned to ask the Provost for additional support for SOA implementation.

Ken also reported that faculty groups can call the Office of Academic Assessment to reserve a meeting time on their premises. With a reservation, cookies will be provided for the meeting by the Office of Academic Assessment.

2) Expanding membership on committee:

Reinhold has asked the department heads to identify three persons in each department for additional CHFA SOA Committee membership. One of these persons would be a replacement for the current representative (who will be staggered off the committee). The other two will be alternates. The assumption is that three-four representatives will attend the SOA Committee meetings for the next couple of years while we establish strong depth and breadth for our assessment work in each college department.

Committee members reported that some departments have already been informed of the recommendations for new members whereas other departments have not heard about these plans. It was decided that each SOA Committee member should consult with their department head about the department head's recommendation for additional members. A conversation could include discussion of possible additional members to assist the head in choosing new members.

By October 8, Committee members will report to Chair Reineke about the names/update on new members.

The Committee noted that with such a large committee, finding a time during which everyone can attend will be even more difficult than it is now. They recommended to the Chair that she consult with the Dean about creating a college-wide set-aside time. This could be accomplished were the Dean and the Heads to agree that department meetings will not be held on one Wednesday of each month (e.g., the first Wednesday). During this time the SOA Committee would meet; in addition, the SOA Committee could host open meetings on occasion during this hour when their business would be of interest to the entire college (e.g., presentation on e-portfolios by Marylyn Drury and April Chatham-Carpenter). If the Dean is open to setting up this structure, we would start in January and our first Wednesday meeting would be an orientation to SOA for new committee members (maybe new college faculty too?).

3) CHFA Newsletter ideas for 2007

This year's back page will include some submissions from departments that describe something about their SOA processes. Gretta offered to share from Theatre for the October issue. There are only five issues after that so not every department would need to volunteer this year. [Look for Gretta's great article next week!]

4) Discuss workshop ideas for 2007: repeat 2006 workshops, modify workshops, add new ones

We decided to offer the graduate SOA workshops early this fall in order to address any gaps from last year. We anticipate that all graduate programs will be able to complete the process this year of setting graduate SOA processes in place. We also will offer in January an orientation to assessment for new SOA Committee members.

5) Discuss goals for 2007, using check list prepared by the Office of Academic Assessment

We didn't have an opportunity to complete this discussion so will continue with this at our October meeting.

Other goals for the year:

- 1) Invite LAC representatives to meet with us to share their perceptions of how departmental SOA work links with LAC SOA.
- 2) We want to look also at how we can think about making a case for including goals/objectives of our majors on course syllabi in order to enhance connections between specific courses and the majors as a whole (when viewed in terms of learning goals and outcomes).
- 3) An additional goal is associated with "assessment on student evaluations" according to my notes. Unfortunately, I do not recall the exact meaning of this phrase.

Agenda for October:

- 1) complete goals discussion using survey reports received from departments
- 2) discuss status of October SOA reports of departments to Dean (C-E on the SOA report form). Template attached.