

**AGENDA**  
**Assessment Committee Meeting**  
**January 26, 2006**

1. Assessment Week
  - a. February 13-17
  - b. Sampling Plan
    - i. A&S
    - ii. ACR and CNS
    - iii. Auto/Hevi
    - iv. ETD
    - v. HET/Hosp
    - vi. IT
    - vii. VisCom
    - viii. Watch
  
2. Assessment Report Process
  - a. Schedule working time with Mary as needed
  - b. A&S
  - c. ACR and CNS
  - d. Auto/Hevi
  - e. ETD
  - f. HET/Hosp
  - g. IT
  - h. VisCom
  - i. Watch
  - c. Meeting with faculty to discuss results
  - d. Report using TracDat

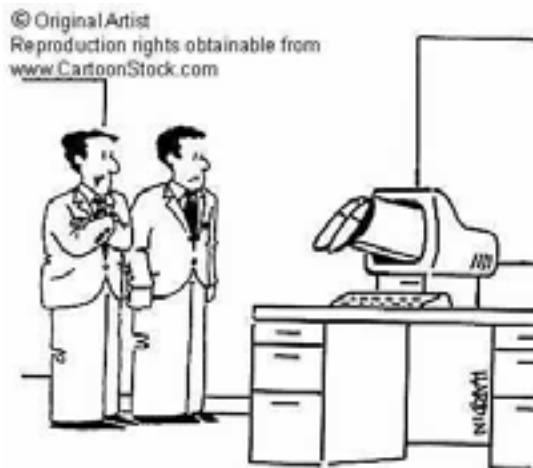


**AGENDA**  
**Assessment Committee Meeting**  
**August 18, 2006**

1. Review and approve minutes from last meeting – All
2. Standardized Assessment Statement for Syllabi – Melissa
3. Assessment Training/Reviews in Academic Units – Mary
  - a. Program reviews
  - b. Critical Thinking
4. Faculty Release Time Policy – All
  - Develop policy statement to submit to Drs. Avant and Klabenes
5. Develop Task List for 2006-2007 Academic Year

**AGENDA**  
**Assessment Committee Meeting**  
**July 28, 2006**

1. Review and approve minutes from last meeting
  
2. Standardized Assessment Statement for Syllabi
  - Multiple sections of a class
  - Online vs. traditional
  
3. Summer training of Academic Units
  - Set dates and times for each division
  - Content
  
4. Faculty Release Time Policy
  - Develop policy statement to submit to Drs. Avant and Klabenes



"Everything was fine until he  
pressed 'upload.'"

**AGENDA**  
**Assessment Committee Meeting**  
**June 15, 2006**

1. Review and approve minutes from last meeting
2. Assessment Report using TracDat
  - Next reporting period will be May 2005 through April 2006
  - Rewording Core Objectives
    - Formative assessment in General Education
    - Formative assessment of BT degrees
  - Using TracDat for Courses
  - Syllabi status: Read-only
3. Standardized Assessment Statement for Syllabi
  - Multiple sections of a class
  - Online vs. traditional
4. Summer training of Academic Units
  - Set dates and times for each division
  - Content reminder
5. Campus Curriculum Committee
  - Recommend a campus curriculum committee to segway with assessment efforts
6. Faculty Release Time Policy
  - Develop policy statement to submit to Drs. Avant and Klabenes
7. Assessment Academy

**AGENDA**  
**Assessment Committee Meeting**  
**September 15, 2006**

1. Review and approve minutes from last meeting – All
2. Review Assessment Website as resource
3. Update on Assessment Handbook and Assessment Tool Collection – Jennifer and Bob
4. Assessment Academy - Mary
  - The Assessment Academy start date has been postponed until June 2007 to allow time to hire the new director of IA&R. This will also segway with college HLC accreditation preparation efforts.
5. Faculty Release Time Policy – All
  - Review policy statement to submit to Drs. Avant and Klabenes

**Faculty Assessment Committee Release Time:** In order to encourage full participation in Assessment of Student Learning, active college Assessment Committee Coordinators receive three credit hours of release time per semester. If teaching less than a full load, committee work will replace a three credit hour course. Faculty teaching a full load may elect to accept adjunct assignment and compensation for participation.

6. TracDat Update – Danny
  - John Pitzel is the new Sungard account representative. He is looking into new fees assessed for TracDat usage. The issue of archiving last year's data before beginning the 2005-2006 assessment reports has yet to be resolved.
7. Develop Task List for 2006-2007 Academic Year
  - Revise Assessment Manual and approve through committee
  - Collect all existing assessment instruments

- Participate in Assessment Academy and re-accreditation efforts beginning spring 2007. Complete a panel report to campus.
- Institute assessment artifact student sign-off in Student Affairs
- TracDat report for 2005-2006 Academic Year
- Self-reflection instrument development for summative assessment of Ethics
- Development of training for new faculty in writing program objectives and competencies. These can be presented at brown bag lunches.
- Develop Assessment Training Center
- Conduct Assessment Week 2007: Diversity

**Gnosiophobia**- Fear of knowledge.

**AGENDA**  
**Assessment Committee Meeting**  
**February 23, 2006**

1. Assessment Week Report
2. Assessment Report Process: Reports due March 17
  - a. Schedule working time with Danny or Mary as needed
  - b. A&S
  - c. ACR and CNS
  - d. Auto/Hevi
  - e. ETD
  - f. HET/Hosp
  - g. IT
  - h. VisCom
  - i. Watch
3. TracDat Work



**Scribe-o-phobia: Fear of deadlines**

**March 17**

**AGENDA**  
**Assessment Committee Meeting**  
**March 23, 2006**

1. Assessment Academy Information from Dr. Avant (See attachment)
2. Assessment Week Results
  - a. CCTDI Results
  - b. Reporting to Campus
    - i. Faculty and Staff
    - ii. Students
3. TracDat Progress
  - a. A&S
  - b. ACR & CNS
  - c. Auto Service and HEVi
  - d. ET
  - e. HET
  - f. HOSP
  - g. IT
  - h. VisCom
  - i. Watch

**Here's more information about the program we've talked about. You might review and share with your Assessment Committee, as it will require some work if we are selected for the initial cohort.**

---

**From:** Lynn Priddy [mailto:lpriddy@hlcommission.org]

**Sent:** Monday, March 20, 2006 4:07 PM

**To:** Lorraine Hale, PBVM; Mary Todd; Scott Chadwick; Michael Chipps; Lisa Wallace; Karen Mills; Kelli Mays; Nancy Stokes; Betty Strehlow; Fred Carter; LYNITA M COOKSEY; Avant, Linda; Erin Frew; Rockne McCarthy; Andy Runyan; Callone, Pat; Hywanah Bradman; Brian Amkraut; Larry Kuszynski; Atnip, Gilbert W.; Ann Martin ((UMinn)); Joanna Michelich; Elizabeth Hawthorne; Donald Halog; Lisa Toms; Judith Marwick; Susan Tarnowski; Jane Abbott; Michael L Selmon; Richardson, Judy; neukam@opsu.edu; Ron Wasserstein; Laura McCollum; Louise Love; Cheryl Mueller; June Romeo; Chris Davis; Margaret Starr; Dennis Stull; Howard Shapiro; Jack Kay; Jean Myers; Robert Casto; Tom Boeke; Janet Perry; Allan Saaf; lynn.retzak@gotoltc.edu; Steffens, Kathleen M.; Robert McCue; Howard Ross; Jane Abbott; GRACE YACKEE; ssaliba@cotc.edu; Becky Miller; Deborah Payne; Christine Cantwell; Mary Blakefield; Martin Larrey; Sherry McCarthy; Cynthia Zane; Brian Amkraut; Stephen Roderick; Julie Guevara; Mangan, PhD William; William Ramsey

**Subject:** Assessment Institute/Academy Update: Next Steps

Colleagues:

### **Exciting News!**

Thank you for your continued interest in the Commission's Assessment Institute--now called the **Assessment of Student Learning Academy** (simply a name change; "Assessment Institute" is already in use). **An updated overview of the Academy is attached; see timeline, pricing, and application notes at the end of this document.**

Here are the key events and a few more details than what is contained in the attached document:

- 1.** The Board of Trustees approved the Academy and its business plan, including the acceptance of a first group of institutions into the Academy this fall (applications late spring/early summer). A second group of institutions will be accepted in spring 2007. In addition, the Board approved the creation of the **Office of Assessment Support Initiatives and Services (OASIS)**. OASIS will be responsible for the Academy, the assessment workshops (which will continue), and new programs and services related to the Academy and available to all member institutions.
- 2.** Since November, the focus has been on hiring the Senior Officer for OASIS (position was offered and accepted this past week) and on creating the office space within the current Commission offices for OASIS. OASIS staff will be part of the Commission's Education and Training team but will work closely with both PEAQ and AQIP, as well as other areas of the Commission.

3. With the arrival of the Senior Officer (May), the Commission will focus on establishing the Academy Advisory Group, on hiring additional OASIS staff, and on implementing the Academy application process, selection criteria, and forms. It was our desire to have the Senior Officer on board prior to launching these processes. Key activities over the next few months include:

- Holding brief informational sessions on the Academy at the Annual Meeting (Monday & Tuesday mornings);
- Finalizing the curricula, design, and services of the Academy;
- Disseminating application materials to interested institutions (if you received this e-mail you are on the list to be among the first to receive the application packet);
- Selecting the fall 2006 cohort of 12-15 institutions in June and July (there will be later application deadlines and selections for the spring 2007 and a tentative summer 2007 cohort);
- Holding information and design sessions on the Academy for entering and interested institutions;
- Training Academy mentors, reviewers, and facilitators; and
- Hosting the first Academy Roundtable (first event for selected institutions), planned for mid- to late November.

4. A brief timeline and 2006-07 pricing for the first cohorts of institutions appear at the end of the attached document. **Applications to join the Academy will be available in early May.** As an interested institution, you will receive an application packet automatically. You are on a list of those institutions that have indicated interest in being a pioneer or first-year Academy institution. Thus, you will be among the first to receive the application packet. Interest in the Academy has been very high; more than 70 institutions have indicated an interest in being among the first-year cohorts. **Applications for the fall 2006 cohort of institutions will be due in June** (later dates for spring and potentially a summer 2007 cohort).

5. In 2006-07, institutions in the first Academy cohorts will be instrumental in working with OASIS, the Academy Advisory Group, and others in evaluating and further developing the Academy, its core events, and its optional activities and services so that it truly provides programming valued by participating institutions. Thank you again for your continued interest in the Academy and your patience as we ensure the initiative is developed fully and is staffed to provide the quality we envision. Please feel free to contact me with questions.

Lynn

--

Lynn E. Priddy, Ph.D.

Director, Education and Training  
The Higher Learning Commission of NCA  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602  
(312) 263-0456 x129  
(312) 263-7462 (fax)  
[lprippy@hlcommission.org](mailto:lprippy@hlcommission.org)

**AGENDA**  
**Assessment Committee Meeting**  
**May 18, 2006**

1. Assessment Academy Information from Dr. Avant (See attachment)
2. Assessment Week Results
  - a. CCTDI Results
  - b. Reporting to Campus
    - i. Faculty and Staff
    - ii. Students
3. TracDat Progress
  - a. A&S
  - b. ACR & CNS
  - c. Auto Service and HEVi
  - d. ET
  - e. HET
  - f. HOSP
  - g. IT
  - h. VisCom
  - i. Watch

**Here's more information about the program we've talked about. You might review and share with your Assessment Committee, as it will require some work if we are selected for the initial cohort.**

---

**From:** Lynn Priddy [mailto:lpriddy@hlcommission.org]

**Sent:** Monday, March 20, 2006 4:07 PM

**To:** Lorraine Hale, PBVM; Mary Todd; Scott Chadwick; Michael Chipps; Lisa Wallace; Karen Mills; Kelli Mays; Nancy Stokes; Betty Strehlow; Fred Carter; LYNITA M COOKSEY; Avant, Linda; Erin Frew; Rockne McCarthy; Andy Runyan; Callone, Pat; Hywanah Bradman; Brian Amkraut; Larry Kuszynski; Atnip, Gilbert W.; Ann Martin ((UMinn)); Joanna Michelich; Elizabeth Hawthorne; Donald Halog; Lisa Toms; Judith Marwick; Susan Tarnowski; Jane Abbott; Michael L Selmon; Richardson, Judy; neukam@opsu.edu; Ron Wasserstein; Laura McCollum; Louise Love; Cheryl Mueller; June Romeo; Chris Davis; Margaret Starr; Dennis Stull; Howard Shapiro; Jack Kay; Jean Myers; Robert Casto; Tom Boeke; Janet Perry; Allan Saaf; lynn.retzak@gotoltc.edu; Steffens, Kathleen M.; Robert McCue; Howard Ross; Jane Abbott; GRACE YACKEE; ssaliba@cotc.edu; Becky Miller; Deborah Payne; Christine Cantwell; Mary Blakefield; Martin Larrey; Sherry McCarthy; Cynthia Zane; Brian Amkraut; Stephen Roderick; Julie Guevara; Mangan, PhD William; William Ramsey

**Subject:** Assessment Institute/Academy Update: Next Steps

Colleagues:

### **Exciting News!**

Thank you for your continued interest in the Commission's Assessment Institute--now called the **Assessment of Student Learning Academy** (simply a name change; "Assessment Institute" is already in use). **An updated overview of the Academy is attached; see timeline, pricing, and application notes at the end of this document.**

Here are the key events and a few more details than what is contained in the attached document:

- 1.** The Board of Trustees approved the Academy and its business plan, including the acceptance of a first group of institutions into the Academy this fall (applications late spring/early summer). A second group of institutions will be accepted in spring 2007. In addition, the Board approved the creation of the **Office of Assessment Support Initiatives and Services (OASIS)**. OASIS will be responsible for the Academy, the assessment workshops (which will continue), and new programs and services related to the Academy and available to all member institutions.
- 2.** Since November, the focus has been on hiring the Senior Officer for OASIS (position was offered and accepted this past week) and on creating the office space within the current Commission offices for OASIS. OASIS staff will be part of the Commission's Education and Training team but will work closely with both PEAQ and AQIP, as well as other areas of the Commission.

3. With the arrival of the Senior Officer (May), the Commission will focus on establishing the Academy Advisory Group, on hiring additional OASIS staff, and on implementing the Academy application process, selection criteria, and forms. It was our desire to have the Senior Officer on board prior to launching these processes. Key activities over the next few months include:

- Holding brief informational sessions on the Academy at the Annual Meeting (Monday & Tuesday mornings);
- Finalizing the curricula, design, and services of the Academy;
- Disseminating application materials to interested institutions (if you received this e-mail you are on the list to be among the first to receive the application packet);
- Selecting the fall 2006 cohort of 12-15 institutions in June and July (there will be later application deadlines and selections for the spring 2007 and a tentative summer 2007 cohort);
- Holding information and design sessions on the Academy for entering and interested institutions;
- Training Academy mentors, reviewers, and facilitators; and
- Hosting the first Academy Roundtable (first event for selected institutions), planned for mid- to late November.

4. A brief timeline and 2006-07 pricing for the first cohorts of institutions appear at the end of the attached document. **Applications to join the Academy will be available in early May.** As an interested institution, you will receive an application packet automatically. You are on a list of those institutions that have indicated interest in being a pioneer or first-year Academy institution. Thus, you will be among the first to receive the application packet. Interest in the Academy has been very high; more than 70 institutions have indicated an interest in being among the first-year cohorts. **Applications for the fall 2006 cohort of institutions will be due in June** (later dates for spring and potentially a summer 2007 cohort).

5. In 2006-07, institutions in the first Academy cohorts will be instrumental in working with OASIS, the Academy Advisory Group, and others in evaluating and further developing the Academy, its core events, and its optional activities and services so that it truly provides programming valued by participating institutions. Thank you again for your continued interest in the Academy and your patience as we ensure the initiative is developed fully and is staffed to provide the quality we envision. Please feel free to contact me with questions.

Lynn

--

Lynn E. Priddy, Ph.D.

Director, Education and Training  
The Higher Learning Commission of NCA  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602  
(312) 263-0456 x129  
(312) 263-7462 (fax)  
[lprippy@hlcommission.org](mailto:lprippy@hlcommission.org)

**AGENDA**  
**Assessment Committee Meeting**  
**May 18, 2006**

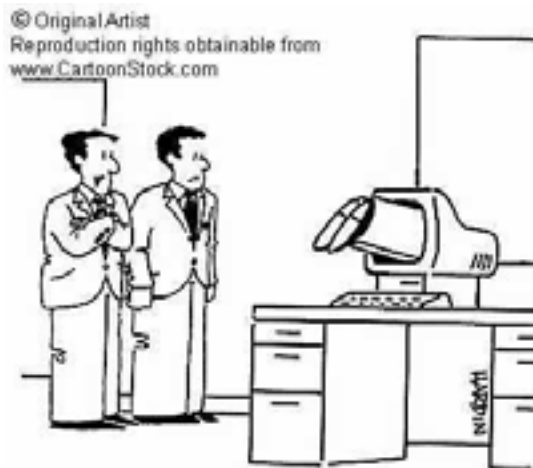
1. Review and approve minutes from last meeting - All
2. TracDat Report! – Mary M.
3. Review of NCA meeting – Danny and Mary D.
4. Review of AIR meeting - Mary M.
5. Summer training of Academic Units – All
  - a. Content
  - b. Schedule
6. Assessment Academy Information Application from Dr. Avant (See attachment) - All

**AGENDA**  
**Assessment Committee Meeting**  
**June 15, 2006**

1. Review and approve minutes from last meeting
2. Assessment Report using TracDat
  - Next reporting period will be May 2005 through April 2006
  - Rewording Core Objectives
    - Formative assessment in General Education
    - Formative assessment of BT degrees
  - Using TracDat for Courses
  - Syllabi status: Read-only
3. Standardized Assessment Statement for Syllabi
  - Multiple sections of a class
  - Online vs. traditional
4. Summer training of Academic Units
  - Set dates and times for each division
  - Content reminder
5. Campus Curriculum Committee
  - Recommend a campus curriculum committee to segway with assessment efforts
6. Faculty Release Time Policy
  - Develop policy statement to submit to Drs. Avant and Klabenes
7. Assessment Academy

**AGENDA**  
**Assessment Committee Meeting**  
**July 28, 2006**

1. Review and approve minutes from last meeting
  
2. Standardized Assessment Statement for Syllabi
  - Multiple sections of a class
  - Online vs. traditional
  
3. Summer training of Academic Units
  - Set dates and times for each division
  - Content
  
4. Faculty Release Time Policy
  - Develop policy statement to submit to Drs. Avant and Klabenes



"Everything was fine until he  
pressed 'upload.'"

**AGENDA**  
**Assessment Committee Meeting**  
**September 15, 2006**

1. Review and approve minutes from last meeting – All
2. Review Assessment Website as resource
3. Update on Assessment Handbook and Assessment Tool Collection – Jennifer and Bob
4. Assessment Academy - Mary
  - The Assessment Academy start date has been postponed until June 2007 to allow time to hire the new director of IA&R. This will also segway with college HLC accreditation preparation efforts.
5. Faculty Release Time Policy – All
  - Review policy statement to submit to Drs. Avant and Klabenes

**Faculty Assessment Committee Release Time:** In order to encourage full participation in Assessment of Student Learning, active college Assessment Committee Coordinators receive three credit hours of release time per semester. If teaching less than a full load, committee work will replace a three credit hour course. Faculty teaching a full load may elect to accept adjunct assignment and compensation for participation.

6. TracDat Update – Danny
  - John Pitzel is the new Sungard account representative. He is looking into new fees assessed for TracDat usage. The issue of archiving last year's data before beginning the 2005-2006 assessment reports has yet to be resolved.
7. Develop Task List for 2006-2007 Academic Year
  - Revise Assessment Manual and approve through committee
  - Collect all existing assessment instruments

- Participate in Assessment Academy and re-accreditation efforts beginning spring 2007. Complete a panel report to campus.
- Institute assessment artifact student sign-off in Student Affairs
- TracDat report for 2005-2006 Academic Year
- Self-reflection instrument development for summative assessment of Ethics
- Development of training for new faculty in writing program objectives and competencies. These can be presented at brown bag lunches.
- Develop Assessment Training Center
- Conduct Assessment Week 2007: Diversity

**AGENDA**  
**Assessment Committee Meeting**  
**August 18, 2006**

1. Review and approve minutes from last meeting – All
  
2. Standardized Assessment Statement for Syllabi – Melissa
  
3. Assessment Training/Reviews in Academic Units – Mary
  - a. Program reviews
  - b. Critical Thinking
  
4. Faculty Release Time Policy – All
  - Develop policy statement to submit to Drs. Avant and Klabenes
  
5. Develop Task List for 2006-2007 Academic Year