

Assessment Steering Committee
Monday, September 25, 2006
Time: 3:00 – 4:00 p.m.

Attendance: A. Adams, S. Bruning, S. Giles, K. Ofori-Attah, T. Poteet,
M. Lochstampfor, J. Loversidge, A. Maag, K. Sayers,
D. Summers, and A. Thomas

I. Announcements

- Future ASC meetings will be held from 3:00-4:00 p.m. It appears to be a good time for most committee members, except for Sharon Croft. Another representative will be selected.
- Upcoming meetings will be held in the Library Seminar room on the following dates:
 - October 9 and October 23
 - November 13 and 27
 - December 11

II. Old Business

A. Higher Learning Commission Academy

Capital has the opportunity to be part of the HIC academy. An application must be submitted and it is highly competitive. A collaborative group to write the application is necessary. (Writing Group: A. Adams, A. Maag, M. Lochstampfor, K. Sayers, S. Bruning, A. Thomas)

B. HLC Concept

Capital could ultimately be involved in a series of courses and conferences that HLC has put together. Capital's representatives would have the opportunity to work directly with HLC in developing assessment plans/approaches, and also may change the process in which we report the accreditation process. The first step is to apply and turn in the report next year. The application is not the same length as the accreditation report and it is no longer eight pages in length.

C. HLC Progress Report

A writing group also needs to be formed to respond to the HIC, which is due November, 2007. (Writing group: A. Adams, M. Lochstampfor, A. Maag, K. Ofori-Attah, K. Sayers, S. Giles (law component), D. Summers (Gen Ed – distant past.) Gen Ed assessment is essential to the HIC, without it we would probably be out of contention.

III. New Business

A. Compliance / Facilitation

ASC needs to change focus from compliance to facilitation. Some momentum may have been lost in terms of assessment being done, data being produced, and documenting learning outcomes achieved. ASC deliberately pulled back last year and even though ample data was submitted findings were not implemented.

B. Purpose of ASC

The committee should bring in data, assess the data brought in, make recommendations, and suggest improvements. Last year ASC developed a policy manual and this will be brought to the next committee meetings. **A. Adams to distribute documentation electronically before next meeting.**

C. Campus-Wide Culture Assessment

Building a campus-wide culture of assessment must go beyond this committee. Work share opportunities would be a good opportunity to:

- Share progress reports of 4-6 examples of exceptional departments.
- Initiate shared responsibility with faculty members. It would also promote an understanding that assessment is part of the faculty's function.
- Pull together information that would build on success and expertise.
- A. Adams to help determine who is ready for work shares.

D. Assessment Development

An internal assessment day would provide an opportunity for professionals to meet on a smaller scale (i.e., brown bag). For example, one event could utilize the "Collegiate Learning Assessment" which was developed 3-4 years. It is very compatible with Gen Ed and a local expert, such as an acquaintance who runs the OSU CLA, could be invited to share their expertise. The cost would be minimal to Capital and it would provide a means to view their results.

E. Calendar Activity

ASC needs to send out friendly reminders to faculty to:

- Target information – (It will allow ASC to pinpoint entry and to gauge at current state.)
- Confirm the month they chose and to confirm what they agreed to do.
- This will also provide the opportunity to provide them with assistance.

IV. Future Activity

A. Share NSSE results on November 9.

B. Share Mark Cooper's survey he presented (5 years ago) on the perception of Capital in Central Ohio.