

SAAC

Student Achievement Assessment Committee

Meeting Minutes

03/16/07

In attendance:		
<p>Kathryn Andrus, Teaching and Learning Center Greg Augspurger, Student Success Center Jeff Broker, Biology, LAS Lindy Crawford, College of Education Deb Dew, Professional Writing Program Don Gardner, College of Business Kelli Klebe, Psychology, LAS Robyn Marschke, Institutional Research David Moon, Committee Chair & AVCAA</p>	<p>Lew Pinson, Computer Science Kristin Rice, Campus Learning Outcomes Coord. Judith Rice-Jones, Library</p> <p>Absent: Hannah Deitrich, Graduate Student Garrett Gibson, Graduate Student Mary Ann Kluge, Beth-El College of Nursing/Health Sci. Michelle Mullenax, Undergraduate Student</p>	
Item/Activity Covered	Who will Follow-up	When
<p>1. Progress Reports: This lively discussion revolved around the ‘Comments Back’ aspect of the annual progress report process. While this SAAC member anticipated that the agenda topic would cover the reports back to the units (check/check-plus form) it is clear from discussions with others that it was intertwined with comments regarding evaluator comments on the actual evaluation form and the evaluation form itself. Either way, a useful discussion ensued where concerns regarding the process and suggestions for improvement took place. Some of these concerns/suggestions include:</p> <ul style="list-style-type: none"> • Concern over micromanagement of departmental processes – as evidenced by numerous (and at times minute) suggestions for improvement. • Could the process take place every other year/ every third year? • If a department was in the continuous improvement or passing on the essentials, could they then just submit improvements – or in some way be relieved of completing the entire process. • Could evaluators be assigned to the same reports from year to year so that they could see progress? • Intervention, rather than a suggestion of a meeting, should be sought for departments struggling with assessment. • F <p>No conclusions were reached, rather it was suggested that mock-ups be presented to the group at the next meeting.</p>	<p>Kristin/David</p>	<p>On-going</p>
<p>2. Block Grant Progress Report: A draft progress report, due to the system office on April 2nd, was distributed to the committee prior to the meeting for comments. The committee okayed the purchase of reference books for the final purchase on this grant. No word as of yet on the possible 2nd block grant funds.</p>	<p>Kristin/David</p>	<p>Week of March 26th</p>
<p>3. Core Goals:</p> <ul style="list-style-type: none"> • Responses from the undergraduate colleges to David/SAAC regarding “areas of concern/areas of immediate attention” are due on March 23rd. Once received they will be placed on the SAAC review website (http://www.uccs.edu/%7Eirpage/IRPAGE/Assessment_Index/review.htm). SAAC members are expected to review these responses using the “addressing college responses” handout (also on the website). These comments will be used to draft a memo to EPUS from SAAC that will be sent on April 13th in time for the April 20th EPUS meeting and the May 11th faculty meeting. A reminder e-mail will be SAAC members after spring break. 	<p>ALL SAAC MEMBERS</p>	<p>April 1-13</p>

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<ul style="list-style-type: none">The 2007-2008 AY is the fifth year of the current general education process. In several of the current objectives the five year mark is listed along with target levels of achievement for this time period. These objectives are therefore in need of revision and the entire process (measures and targets) should be revisited in the coming year. Also of note (but not discussed at the meeting) – the IR office is considering the use of Cooperative Institutional Research Program (CIRP) surveys in place of the current IR developed entering student and graduating seniors surveys. Several items from the senior survey are used in the general education process.	ALL SAAC MEMBERS	On-going
<p>4. Diversity Taskforce: The Diversity Taskforce (of which Deb Dew is a member) has asked SAAC to identify current general education assessment instruments which capture diversity outcomes in either content areas or skills; to collect baseline data; and to integrate diversity related questions within the annual progress report template. Diversity is defined as under-represented groups (race, ethnicity, religion, socio economic, gender, etc.). It was mentioned that WEAVEonline will allow for mapping of program objectives with general education, strategic planning, and other campus goals. An overview of possible collection instruments will be provided to Deb. The discussion is on-going.</p>	Kristin/Deb	On-going
<p>LAST Meeting Date: TBD – possibly April 27th or May 4th</p>		