ASSESSMENT COMMITTEE ANALYSIS AND REPORTING GROUP

December 8, 2003, 3:30pm
VH 2251

Those Present: Ruthie Dare-Halma, Sue Pieper, Sally Cook, Erika Woehlk, Carol Thatcher, David Hoffman

I.   Follow-up from Julie Lochbaum last month

  A. J. Lochbaum reserved rooms for three different assessment "colloquia" for Spring 2004. They will take place on February 23, March 22, and April 19 and the ARG has afternoon and evening times to choose from. The ARG recommends proceeding with the 4:30pm time in February rather than the 7:00pm time.

  B. It is important to advertise well for the first colloquium. The ARG recommends inviting members of the Design and Implementation Group and first- and second-year faculty.

  C. The ARG would like to ask J. Lochbaum to help create a name for the colloquia.

  D. E. Woehlk will draft a letter from the ARG and from J. Lochbaum asking the recipients of the 2003 Assessment Grants to present at the colloquia.

II. Report on Meeting with VPAA Regarding Scholarship on Assessment Grants

  A. E. Woehlk, S. Pieper, D. Hoffman, and J. Ishiyama attended the meeting with VPAA Garry Gordon on December 1.

  B. G. Gordon indicated that there is funding for 2004 Assessment Grants. Instead of setting aside a lump sum for the grants, this year funding will be obtained on an as needed basis, depending on the grant proposals received and approved.

  C. Update on 2003 Grants

    1. Three of seven preliminary grant reports have been turned in to the VPAA Office.

    2. On the advice of those present at the meeting, E. Woehlk sent out an e-mail on December 4 to the four remaining grant recipients reminding them that the preliminary reports were due on October 1. E. Woehlk heard back from two recipients as of 12/8/03.

    3. The ARG members present at this December 8 meeting recommend that the VPAA send out a letter of encouragement to the two grant recipients if they do not respond by December 11.

  D. The December 1 group discussed changing the timeline for the 2004 Assessment Grants so that the preliminary and final reports are due sooner, the call for proposals goes out sooner (before the close of the fall semester), and the deadlines for proposals be early March.

  E. The December 1 group discussed updates to the ongoing data analysis led by J. Ishiyama (see IV).

III. Grant Guidelines Update

    A. Updated timeline:

        1. Applications due to the Division Office by 5:00pm March 1, 2004.

        2. Applications due to the VPAA Office by 5:00pm March 8, 2004.

        3. The ARG will try to notify recipients by April 1, 2004.

        4. Preliminary reports will be due on September 1, 2004.

        5. Final reports will be due on December 1, 2004.

    B. E. Woehlk will update the guidelines, contract, and proposal form and will send them through the "anrg" listserv for approval by December 12.

    C. The call for 2004 proposals will go out by December 16. E. Woehlk will draft an e-mail message from the VPAA.

IV. Additional Data Analysis

    A. Update the analysis project with the next year's CIRP and CSEQ data.

    B. Perhaps look at individual division and discipline responses to see if satisfaction and/or retention are affected by a student's major. The results will initially be confidential and will not be used punitively.

V. Next Meeting

    A. S. Pieper will e-mail the ARG members to find out if 3:30 on Mondays will continue to work.

    B. The ARG would like to hold a special meeting during the week of January 5th to discuss additional data analyses. S. Piper will query ARG members for a workable time on the 7th or 8th to meet.

Meeting adjourned at 4:55pm.

ew