HLC Criterion Three Subcommittee 3a

Minutes of the February 18, 2005 meeting

PRESENT: Pat Casey, Steve Friedman, Mark Lencho, Barbara Monfils, Larry Schuetz

Steve Friedman convened the meeting at 11:00 am.

Steve indicated his office has been working on the grid for assessment using the self-study questionnaires. He thought the University has 70% compliance. There is a plan to get those questionnaires that John Stone hasn’t yet received.

Once the HLC self-study grid on assessment has been completed, Steve will then compare this to the assessment information in the Audit & Review self-studies to determine any inconsistencies.

Tony Truog is working on the issues of differentiation between the undergraduate/graduate programs. Steve is working on assessing the non-credit programs.

The committee discussed faculty involvement in assessment. They indicated the majority of departments have faculty involved in assessment. Barbara Monfils suggested putting the four questions created by the committee for faculty assessment into a questionnaire format and then call each department chair to ask these questions. She will discuss this with John Stone. This would provide the needed follow up on items that aren’t addressed in the self-studies. The committee could then draw conclusions for the group to review.

Larry Schuetz suggested that the online syllabi should be submitted to the department secretary rather than having faculty submit them individually. He recommended that this be an agenda item at the next AAS meeting.

Steve indicated that once the assessment grid has been completed, the committee will draw conclusions from the matrices. The grid may be placed in the appendix of the report. Steve anticipated the committee would have their draft done by April 1.

The meeting was adjourned at 11:35 am.

Respectfully submitted,

Leslie Meyer