

HLC Criterion Three Subcommittee 3a

Minutes of the March 14, 2005 meeting

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

The meeting was convened at 11:00 am.

Barbara Monfils distributed a handout of the NSSE responses (2001-2005) cross-referenced to HLC-NCA Standards for the committee to use as a possible resource. She also mentioned that FSSE data is available.

Steve Friedman reviewed the committee's progress in providing evidence of student learning outcomes and effective assessment. Tony Truog will provide a summary of the differentiation between undergraduate and graduate expected learning outcomes. For the next meeting Barbara will provide the committee with updated information regarding the compliance of the dual listed course syllabi. She will have the comparison of compliance of syllabi from Fall 2004 and Spring 2005. Steve recommended that the committee could include in its report the action taken by the Graduate Council at its March 2004 meeting requiring all dual listed course syllabi specify the unique expectations of graduate students according to content, intensity, and self-direction. These requirements are also listed on the curricular forms.

Steve distributed an assessment grid based on the information provided in the self-studies completed by each of the programs. The committee indicated there should be information available for the column, "specific assessment data and information set available." Steve will check on this. He mentioned that if this information exists, it can be linked for the HLC team to access. The committee recommended adding another column indicating the Audit & Review self study recommendation for each program. Barbara offered to provide for each program the Audit & Review recommendation and date reviewed. Steve mentioned he could compare the information on this assessment grid with the information on assessment in the Audit & Review self-study reports. Steve indicated he would follow up on any discrepancies.

Steve mentioned that he is gathering information on the assessment of student learning extending to all educational offerings, including non-credit certificate programs.

The committee designed a survey to gather information regarding faculty involvement in student learning outcomes and how often a department evaluates its procedures and processes for assessing learning outcomes. The committee decided to distribute this survey at the next Department Chairs workshop. Pat Casey will collect the data. She and Steve will then compile it.

The committee discussed writing the draft for its core component. Barbara indicated the draft should be between 5 and 6 pages in length. She briefly discussed the format

The meeting adjourned at 12:00 pm.

Respectfully submitted.
Leslie Meyer