



**UNIVERSITY ASSESSMENT
ASSESSMENT AND
ACADEMIC IMPROVEMENT
COUNCIL
MINUTES
FRIDAY, SEPTEMBER 17TH
1:30 PM, STUDENT UNION**

Present: Comer, Davis, Edwards, Gates, Hawkins, Najd, Ownbey, Penn, Thompson, and Wilber

Absent: Damron, Haseley, McDaniel, Miller, Paustenbaugh, Swinney, Van Delinder

1. Introductions of Assessment Council Members were made. Graduate Student Association has been contacted and asked to appoint a representative to serve on the Assessment Council. The Student Government Association has appointed a student to sit in on meetings; however, this semester she has class during Assessment and Academic Improvement Council times.

2. Minutes from the April 16, 2010 meeting were reviewed. No corrections were requested.

3. Penn distributed journaling notebooks for assessment council members to share their thoughts on questions that were attached to the notebook. The questions include six main questions from the HLC plus a few additional questions. The goal of the project is to have committee members create their "own" assessment report and to reflect upon where we are as a campus. Penn commented that it can be easy to get caught up in the day-to-day business of assessment and overlook important issues and topics we should be considering. Davis requested an electronic copy of the journaling questions. The group was asked to discuss their first entries in their journals. Edwards noted a theme across campus this year seems to be student retention. The group discussed how assessment might be able to play a role in the retention efforts on campus.

4. Penn described the creation of the Student Assessment Advisory Council. The focus of this student group would be to provide guidance and a place for communication, as well as serving as a focus group to respond to assessment results and other issues that would be helpful for AAIC to hear students' perspectives. This is also a way for OSU to involve more students in the assessment process. Each college will be asked to appoint one undergraduate student and one graduate student to serve as part of such a group. It was suggested to name the committee "Student Academic Improvement Council." The name change was not voted on due to lack of representation and will be discussed at the next meeting.

5. Update on ETS Proficiency Profile exam

A list was handed out with scheduled and completed exams that are on file with the testing center. The counts stand at the following as of 3:00 pm Friday, September 17th, 2010.

- Agriculture 9 students

- Arts and Sciences 31 students
- Education 4 students
- Engineering 7 students
- Human Environmental Sciences 8 students
- Business 4 students
- University Academic Services 3 students

Penn encouraged the colleges to continue making phone calls to students as we are on our way toward having the required 200 students but still far short.

6. Penn provided an update on all the payment process for stipends (compensation) and payments for individuals doing one time work for UAT. In the past it has been complicated to figure out exactly what the cost for benefits would be for different individuals on different job codes. Penn and Trammell met with accounting to establish some clear guidelines. Accounting recommended all payments be made through a D job code. All 'D' job codes have benefits paid at 12%. This allows for a simplification of the Assessment policy for funding requested for program outcomes assessment and for other stipends: Assessment will pay the amount of stated pay plus 12% for benefits. Assistance in communicating this change in policy would be appreciated.

7. Penn presented updates to the Assessment and Academic Improvement Council's Mission Statement. The update was based upon the structure of the Graduate Council and focused on the structure of AAIC, specifically related to the role of co-chairs. Overall the group was in agreement of this change. The group did not vote on the changes but would like to discuss them more at the next meeting.

8. Finally, Penn reminded the group that all Annual Assessment Reports are due on September 24th.

The meeting was adjourned at 3:00 p.m.