



Assessment & Academic Improvement Council

Friday, February 6, 2015 Meeting Minutes
1:30 PM 460 Regency Room Student Union

1. Introductions and Call to Order

Present were: C. Johnson, D. Hobson, B. Davis, T. Wikle, S. Damron, J. Nalon, S. Ownbey, B. Masters, C. Ippoliti, C. Campbell, S. Haseley, and J. Comer.

Absent were G. Fox J. Swinney, P. Fry, C. Hawkins, and R. Singh.

Dr. Carol Johnson, AAIC Chair, called the meeting to order at 3:10 pm.

First order of business was acceptance of the December Minutes. Steve Damron motioned to approve minutes and was seconded by Shiretta Ownbey. After a unanimous vote, minutes were approved.

James Knecht, the new Assistant Director of Testing and Technology, was introduced.

2. Assessment Updates

a. Date reminders

NSSE is to begin administration at OSU this spring. The Campus Climate Survey has been pushed back due to Legal still meeting with the test group and waiting for approval.

3. Discussion Items

a. Nominate new Chair for AAIC: Tom Wikle nominated Bob Davis. The nomination was seconded by Ken Clinkenbeard. After unanimous vote, Bob Davis was approved as the new AAIC Chair.

b. Inclusion of an NOC representative on AAIC: There was discussion about providing more information to NOC about Gen Ed assessment through the regularly-scheduled meetings with NOC. Brenda Masters indicated that MOUs are being reviewed and discussed in these annual or semiannual meetings. A motion was made and seconded to table this issue for the time being.

c. Continuation of discussion regarding Departmental Assessment Budget Requests

1. With respect to the new department assessment budget request submission process, Carol Johnson suggested we change an item under the March-May section to read, "Departments submit budget requests to College Associate Dean or Designee," and that the word "sub-code" replace "sub-codes" in the May 2015 section. A motion to accept the process was made by Steve Damron and seconded by Chris Campbell. Members voted unanimously to accept the Departmental Assessment Budget Requests Submission Process.
2. With respect to Guidelines for Use of Assessment Funds, Garey Fox submitted concerns via email about exam reimbursement to students being limited to \$50 per student. Raman Singh agreed with Garey Fox, via email as well. Discussion ensued regarding the cap; and a motion was made by Steve Damron to strike the language of the last sentence of item #4, which says "Further, funding may only be requested for up to 50% of the cost of a test or \$50 per student, whichever is less." This motion was seconded by Bob Davis; and the vote was 7-4 in favor of striking the last sentence of item #4 of the Guidelines for Use of Assessment Funds.
3. Faculty Stipends were reviewed in the University Assessment Campus-Wide Program Outcomes Assessment Rates: FY 2016. After much discussion, a motion was made by Steve Damron to pay faculty a \$15.00 flat rate per paper, regardless of length. The motion was seconded by Jon Comer and accepted unanimously.

- d. The meeting was adjourned at 3:00 pm, with the understanding that discussion and votes would continue via email.
- e. Via subsequent email exchange:
 - 1. Steve Damron moved to accept the Guidelines for use of Assessment Funds, including the preceding changes. Shiretta Ownbey seconded the motion, and the document was accepted unanimously.
 - 2. Raman Singh motioned to accept the proposed new Budget Request Form. The motion was seconded by Steve Damron and accepted unanimously.