

**ASSESSMENT COMMITTEE MEETING**  
**April 4, 2019, 2:00 p.m., PCR**  
**MINUTES**

**Committee Members/Attendance:**

- √ Amy Barnett, Associate Professor of Psychology, Assessment Committee Chair
- √ Cathy Baker, Director of Counseling & Assessment of College of Associate and Applied Programs
- √ Jan Kliewer, Director of Assessment
- √ Kim Liebscher, Interim Dean of Students  
Kelley Logan, Chair & Professor of Language & Literature  
David Martyn, Associate Professor, Chemistry & Physics
- √ Tom McNamara, Chair & Associate Professor of Mathematics
- √ Anne Pate, Assistant Professor of Nursing & Allied Health Sciences
- √ Sarah Ramsey, Assessment Coordinator of Pharmacy  
Karen Sweeney, Assistant Professor of Business & Computer Science  
Sheana Thompson, Instructor of College of Associate and Applied Programs
- √ Marci Grant, Director of CETL, Assessment Committee Ex-Officio
- √ Joel Kendall, Associate Provost, Assessment Committee Ex-Officio
- √ Veronica McGowan, Activity Director, Office of Sponsored Programs & Continuing Education, Assessment Committee Ex-Officio  
Mapopa Sanga, CETL TLC < Assessment Committee Ex-Officio  
Wendy Yoder, Coordinator of Academic Advising & Retention Management Counseling, Assessment Committee Ex-Officio

- A. Amy Barnett opened the meeting at about 2:05 p.m.
- B. The Minutes were reviewed, Veronica made a motion to approve, Anne seconded, and the motion passed.
- C. Continuous Improvement sub-committees are working to complete this year's review and submit reports:
1. Gen. Ed. Courses: Tom McNamara
  2. Degree Programs: Jan will find a replacement for Kelley Logan
  3. Alumni Survey: Sarah Ramsey
  4. ETS Proficiency Profile: David Martyn
  5. Graduate Exit Surveys: Anne Pate
  6. Institutional Effectiveness Survey: Jan Kliewer and Wendy Yoder
  7. NSSE/FSSE: Veronica McGowan
  8. Institutional Research Student Outcomes Tables: Karen Sweeney and Dean of Students (TBA)
  9. Co-Curricular Assessment: Amy Barnett
  10. Student Satisfaction Inventory: Cathy Baker and Sheana Thompson
- D. Discussion:
1. Continuous Improvement sub-committees may meet via email and scheduled meetings.
  2. It is appropriate to tweak measures as necessary for the best participation and data that is most beneficial to continuous improvement.
  3. Alumni Survey
    - To increase distribution, we should ask departments for a list of emails.
    - Request personal email address on the graduation application to share with Alumni Foundation.
    - Take an inventory of alumni surveys being administered within departments, as in Pharmacy.

4. Exit Surveys
  - Invitation should be part of the graduation application
  - Being reviewed for duplication on other surveys and for discrepancies.
  - Data should be filtered and reports sent to appropriate departments for review.
5. Check to make sure Gen. Ed. Reports are being shared with the Gen. Ed. Committee
6. The Assessment Committee and Gen. Ed. Committee should meet together.
7. Joel reviewed how our Continuance Improvement charge fits in with the SWOSU Strategic Plan.

E. The meeting adjourned at about 3:15 p.m.