Administrative and Planning Council
February 18, 2002
2:00 p.m.

Members Present: Reneau, Rea, Hall, King, Drewett, Jacobs, McConathy, Reagan, Ford, Johnson, Guice, Kilpatrick, LaBorde (for Dauzat), Oakes, Baxter, Ford, Hilburn, Thomas

Members Absent: Dauzat, Kilpatrick

Minutes

The January 14, 2002 minutes of the Administrative and Planning Council were approved as submitted on a Rea/Thomas motion/second and unanimous vote.

Academic Calendar


Discussion ensued regarding some complaints by students who had to meet classes that met once a week on a day that was a holiday for regular classes. Mr. Vento explained that this was necessary in order for those classes to meet the required number of minutes per quarter. Dean Reagan suggested that if we know this is going to happen in the future, we might consider increasing the length of meeting time for the other class meeting dates.

A Rea/Hilburn motion/second to approve the academic calendars for 2002-03 and 2003-04 received unanimous approval. Copies of the approved calendars are attached.

On-line Registration

President Reneau commended Mr. Vento and his staff on the success of this first quarter of on-line registration.

University Assessment Committee Report

Dean Terry McConathy presented a detailed report of University Assessment Committee activities this year. She noted that we have finished one complete assessment cycle, and the committee is working on streamlining the process and simplifying reporting. She noted that the University Assessment Committee will have input in the completed report and in subsequent plans for future years. The report was accepted as presented (copy attached).

Other Business

Mrs. Baxter requested that the Deans encourage their elected University Senate members
to attend regular meetings of the Senate. She also reminded them that members cannot send a proxy; the appropriate dean needs to appoint someone to serve in the elected members place if he/she cannot attend.

Comments

President Reneau polled the Council members for any announcements/comments they wished to make.

Adjournment

Meeting adjourned, 2:30 p.m.
MEMO TO: Susan Rasbury
Administrative Planning Council

FROM: Terry M. McConathy
University Assessment Committee

SUBJECT: Summary Report of Assessment Activities

The University Assessment Committee met on October 25, 2001, to discuss the University’s Management Cycle, which places the assessment process in context with budget planning and strategic planning. The Committee received and discussed Mr. William Fellows’ interim report, “Assessment Update” (copy attached). The report was accepted unanimously.

The University Assessment Committee met on February 4, 2002, to receive and discuss Mr. Fellows’ “Executive Summary of Institutional Effectiveness/Assessment Process Review” (copy attached). The report was accepted unanimously.

The Committee commended Mr. Fellows on the extensive time, effort, and diligence he has expended on developing and implementing a comprehensive assessment process across the University.

In its discussion, the Committee made the following recommendations to intensify the Committee’s (and thereby its constituents’) participation in the assessment process:

• The “Louisiana Tech Institutional Effectiveness Implementation Cycle” will be revised to relocate reporting milestones to ensure broad-based input from nine-month employees.
• Dr. McConathy will institute a permanent library of the Assessment Reports as a resource.
• Dr. McConathy and Mr. Fellows will prepare a quantitative summary of current Assessment outcomes/objectives and propose a configuration for review by Committee membership at the February 15th meeting.
• The Committee recommended that additional members be appointed to provide balanced representation and sufficient numbers to process the volume of information being collected.
• The Committee approved the development and implementation of an Assessment newsletter to ensure broad-based dissemination of activities and outcomes.
• The Committee approved a two-stage review process:
  1. First Review—Draft Assessment Reports for current year in late Fall;
  2. Second Review—Completed Assessment Plans from previous year in early Fall.

The Committee affirmed the importance of thorough and broad-based oversight of assessment activities being conducted under the capable leadership of Mr. Fellows.

TMM
ASSESSMENT UPDATE

- WHERE HAVE WE BEEN?
  * Started with Assessment Training {Nov 2000-Feb 2001}
  * Units Developed/Implemented Assessment Plans {Jan-Mar 2001}
  * Units Conducted Assessment Activities {Apr-May-2001}
  * Units Submitted Completed Reports ("Use of Results") ("Assessment Record Book" {Aug 2001})
ASSESSMENT UPDATE

WHERE ARE WE NOW?
* Performing Desk-top Audit on Outcomes & Objectives
  ** Audit Provides Performance “Snapshot” (How Well Achieve Expected Results)
  ** Audit Provides “Observation,” “Recommendation,” & “Expected Program Benefit”
  ** Help Faculty/Staff Identify Candidates for “Retirement” or “Re-measurement”
  ** Provides Starting Point and Frame of Reference for Assessment Committee Review (January)
ASSESSMENT UPDATE

* NEXT...?

** Implement 2001 – 2002 Assessment Schedule

** Submit Outcomes/Objectives to IEC November
REVIEWING
OUTCOMES & OBJECTIVES

RETIREMENT (vs) RE-EVALUATION

“Retirement” Candidates

Candidates May Be Retired If...

• Achieve/Exceed Expected Results (Faculty Satisfied With Results Level)

• Faculty Can Extrapolate Program “Success” from Limited Data

• Results Useful for Improving Student Learning, Research, Programs & Services

• Faculty Desires to Assess Other Areas or High-Priority Candidates
"Re-evaluation" Candidates

Candidates May Be Retired If...

- Outcomes/Objectives Fail to Satisfy "Criteria for Success"
- Faculty Desiring to Increase "Minimally Qualified" Criteria for Success
- Candidates Having Insufficient Data to Extrapolate "Success" (Low/No Student Headcount)
- Incomplete Measurement Instruments
- Candidates That Support SACS & Institutional Effectiveness Survey
- Candidates That Come to Fruition Over Multiple Cycles