

**Assessment and Planning Committee
College of Arts and Sciences
University of Louisiana at Monroe**

Minutes

Meeting Date/Time: Thursday, September 28, 2006 3:30-4:45

Chair: Dr. Dale Magoun

Recording Secretary
(for 9/28/06): Dr. Donna A. Rhorer

Members Present: Dr. Harold Williamson
Dr. Pat Hebert
Dr. Anita Sharma
Ms. Joni Noble
Dr. Terry Jones
Dr. Charles Holloway
Dr. Donna Rhorer
Dr. Sharon Cruse

Item 1

The meeting was called to order at 3:30 P. M. by the committee chair, Dr. Dale Magoun who explained that we would meet once a month. He also noted that part of our mission was to assist Dr. Jo Galle, Assessment Director, with the SACS review. He introduced Dr. Galle who had been invited to the meeting to explain the SACS process.

Item 2

Dr. Galle noted that she

- a. is in the process of sending out a one page newsletter once a month on SACS,
- b. is planning for the upcoming SACS review and wants our help,
- c. wants our stories about successes we have in our departments, and
- d. thinks our body should be one for bragging. She also stated that for “SACS, using results is more important than having them.” In addition, she commented that good results stories make good TLRC presentations.

Item 3

Members expressed their desire to read information submitted by departments in order to familiarize themselves with the data and the process. Dr. Galle told the committee that members can access this information using CWID numbers and Arrow passwords.

Item 4

Dr. Galle noted also that Academic Affairs was interested in our assisting departments as they prepare for accreditation and in our helping other programs without accrediting bodies do the same. In other words, we are a resource committee.

Item 5

Dr. Galle informed the committee of the following timeline which is in place for the SACS review:

- a. the CC (Compliance Certification) plan is due September 10, 2008.
- b. the QEP (Quality Enhancement Plan) written phase will be completed in November and December of 2008
- c. the SACS visit is in Spring of 2009.

Dr. Galle also explained coding such as APR, PP, and SLO used in assessment documents. She noted also that the Curriculum Certification document is prepared by working committees composed of faculty and staff and that the assessment office links in all departmental assessments.

She also explained that the duty of the Reading and Polling Committee, discussed the concept of Student Learning Plan (Outcomes Assessment Plan), noted the use of Capstone courses at the 300 level, and reported that Social Work has turned in its plan.

Item 6

At various points during the meeting, Dr. Galle shared the following documents with members of the committee.

- a. Assessment & E-News, Volume 1, number 1 (October 2006)
- b. Sample of the SLO Use and Results Report
- c. Strategic Plan Rubric
- d. Strategic Plan for English
- e. Analysis of Accreditation Body Requirements for Journalism and Social Work in Relationship to SACS Requirements

Item 7

Dr. Galle agreed to send the committee a link to the plans that have been Prepared, and Dr. Magoun thanked Dr. Galle for coming to the meeting.

Item 8

Dr. Magoun and committee members set additional meetings for the fourth Thursday of each month. The committee will meet at 3:30 P.M. on October 26th and on November 30th.

Respectfully Submitted,

Donna A. Rhorer

