1. **Minutes**  The minutes from December 9, 2005 were approved.

2. **NCA Assessment Response**  G. Kaul provided the response letter from NCA to committee members. The letter noted several good things happening in assessment at CSU: Town hall meetings, Student Learning Assessment office established faculty-led Gen Ed assessment, annual assessment reports, faculty review programs, and involvement of student support services.

3. **Assessment Mini-Grant Presentations**  R. Sutton welcomed grant recipients: Kate Monaghan, Catherine Hansman, Chansu Yu, and Tamara Engelking.

**Kate Monaghan and Catherine Hansman:** *Assessment for the Master of Education in Adult Learning and Development (ALD) Program*  The final report was provided to the committee. The ALD program is the fastest growing program in the College and one of the top 10 in the university. One of the goals of the assessment grant was to gain information to keep it in the top 10. Three research questions were presented to alumni/recent graduates of 1998 - 2005: rate courses; rate faculty; professional activity and accomplishments. Sampled were 232 alumni with 83 responses received (36% response rate). Future projects planned include developing a cohort weekend master’s program and online course offerings, offering new electives in line with student’s actual working experiences and interview employers to create courses and knowledge competencies that match what they're looking for, hold focus groups to get further information from students on what would be helpful to their careers. S. Emerick commented that the report provided excellent recruitment information.

**Chansu Yu:** *Electrical and Computer Engineering, Developing of a Systematic Assessment Framework*  Dr. Yu reported that ABET’s regular visits/reviews require a lot of time to be invested for preparation. ABET’s focus is on undergraduate education which results in graduate study being overlooked and that was the main focus of his grant proposal to define professional skills for graduate students. The most important skill for graduate students is communication skills – written and oral. Some universities require a public relations requirement, such as talking to the lay public about a special area of expertise or development of a personal home page. Direct measures are critical to assess but it is difficult to find a good direct measure. One rubric was found for class participation that will be provided to faculty for feedback.

**Tamara Engelking (with Phillippa Brown Yin, not present):** *Assessment of Major Programs in French and Spanish*  Modern Language students were asked to take a placement test twice each semester. The students are able to review charts to see where they place among other Modern Language students. This information is good for advisors as well. We don’t have enough information yet but the groundwork is set up. One challenge was getting students to take the test outside of class time. (Even though incentives were offered turnout was poor.) Some instructors took their class to the testing center but the center was unable to handle all the students. A follow-up questionnaire was given to students and they reported that the
information was useful to them. A mechanism needs to be developed to understand the test results to make it more useful to advisors. S. Emerick suggested an alternative lab, available near Duplicating, in Rhodes Tower.

4. **Spring Assessment Event**  
R. Sutton reported that oral communication would be the theme. The proposed presenter, Mary Hogg, had presented at a conference that R. Sutton attended and was very good and included an oral communication across the curriculum initiative as well as knowledge of competencies, how to promote, teach and measure them. The event will be a collaborative effort with UCTL. The plenary will be planned for the morning with a CSU panel, lunch, and possibly Gen Ed in the afternoon.

P. Meiksins stated that many schools have oral communication as a requirement; maybe we could build it into other courses that students are required to take and help instructors who aren’t trained as instructors of speech on how to grade the student’s work. M. Wells added that he taught oral communication in the Business College and they had a list of competencies, i.e. eye contact, etc. P. Meiksins responded that the list would be good to have. M. Wells added that most students are very afraid to speak in front of the class and would chose to be ‘the corpse at a funeral rather than the funeral speaker.’

R. Sutton asked how to structure the afternoon. P. Meiksins suggested a workshop in the afternoon. S. Emerick suggested having the introductory talk then sessions based on skill level. V. Liva added that he’d like to see ideas of how to integrate skills in class and ways of assessing it. S. Garnise added that it is hard to separate structural and oral skills as part of a presentation (PowerPoint) and would be good to have help in assessing and integrating. P. Meiksins noted that students listen to lectures for their first three years and the fourth year are expected to give speeches and suggested having a format to integrate presentations into each year and build on skills each year. R. Sutton noted the possibility of making oral communication a priority for the next round of mini-grants. G. Kaul added that it would be good to motivate CLASS and COS to participate as well. S. Emerick suggested getting department chairs involved. G. Kaul asked who would be on the internal panel. R. Sutton answered that someone from Health Sciences area and others; W. Beasley has a list. G. Lupone reported that there are new facilities in the Library for students to practice presentations. R. Sutton asked for committee members to email her with ideas on the event. V. Liva suggested speaking to the consultant, Mary Hogg, who may also have ideas.

5. **Other Business:**  
**2005-06 Assessment Reports**  
S. Emerick asked when the due date would be for the reports. R. Sutton stated that it would be May 31st. Information will be sent soon.

Next meeting: Wed. April 19, 10 am – 11:30 am, RT 1716