

Missouri State University – West Plains - Assessment Committee Meeting

September 4, 2015

12:00PM – 1:00PM Room Lybyer 208

Minutes

I. Call to Order

II. Roll Call by the Chair: In attendance

Amy Ackerson, Alex Graham, Jim Hart, Phil Howerton, Michelle Kwon, Jason McCollom, Frank Priest, Linda Risner, Brenda Smith, David White, Cathy Proffitt-Boys, Michael Orf, Jerry Trick

III. Approval of the Agenda and Minutes of the Last Meeting

Consent agenda was approved

IV. Old Business

A. Assessment Report for 2013-14

Assessment Report was made available on Chalk and Wire at

https://ep.chalkandwire.com/ep2_msuwp/SecureUrlPage.aspx?urlId=3665&u=guest&cus=351 Committee members were asked to review it if they haven't already

V. New Business

A. Committee

Read through the faculty handbook description for the Assessment Committee and went over Robert's Rules of Order

1. IMAGINE a Family Business Orchard

- Foci for the upcoming year are going to be reviewing what data we do not need to assess/collect and pruning back our data to be more manageable.
- Our purpose is to develop an institution-wide assessment plan, monitor the implementation of that plan, communicate findings, and update the assessment plan as needed.
- Went over Elements of Committee effectiveness:
 1. Written Committee Description of Work
 2. An effective committee chair requires extra work

- In sync with Faculty Senate
- Content Knowledge and Experience relevant to committee work
- Proven leadership
- People skills
- Resolves conflicts
- Communicates with staff
- Informs Faculty Senate Chair
- Guides committee to accomplish timely tasks
- Confidence in members
- Desire to release members' potential energy
- Relinquish authority if necessary
- More interested in success than personal importance
- 3. Members thoughtfully appointed
 - Match the interests, skills and experience of members with the needs and requirements of the committee
 - Good mix of members
- 4. Accountability to Faculty Senate
 - Written Expectations
 - Link Committee Description with a Strategic Plan
 - Objectives with measureable outcomes
 - Measureable outcomes used for regular reporting
- 5. Well-run meetings
 - Meeting Space to Match Needs
 - Written Meeting Agenda mailed out
 - Necessary Information Available
- 6. Evaluate Committee Meetings
 - Written comments as a "Check" in PDCA
 - Achieved Purpose
 - Stayed on Task
 - Anything to Improve Effectiveness
- 7. Annual Committee Calendar Of Major Decisions And Meetings
 - Tied to Faculty Senate Calendar to unify and coordinate efforts for maximum impact
 - Schedule regular meetings in advance to improve attendance

"Imagination is more important than knowledge. For knowledge is limited to all we now know and understand, while imagination embraces the entire world, and all there ever will be to know and understand."

Albert Einstein

B. Vision

1. Utilizing the assessment process as a vehicle to transform MSU-WP into a catalyst for learning

This was updated to read: Utilizing the assessment process as a vehicle to propel and constantly enhance MSU-WP into a better catalyst for learning.

C. Goals

1. Inspire the team to dream, learn, do and become more

- Reports need to include information/data to support any conclusions we make
- This committee needs to meet more than just an hour a month to accomplish all we want to accomplish.

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

John Quincy Adams

D. Methods

1. Objectives

a) Culture of Learning

Went over the assessment process as it stands now

b) Informed Learning Decisions

Discussed sustainable change, and that we want to be an agile institution.

c) Life-Long Learning

2. Tactics

a) Sustainable Change

(1) Agile Development Kernel

(2) Conflict Resolution with Activity Theory

b) Critical Thinking

(1) Cognitive Science

Discussed ability to keep an eye on Elements of Thought

First stop: Finish Chalk and Wire Portfolios

Next stops: Plan meetings for getting feedback loop closed. The assessment committee needs to advocate our positions using the data collected in assessment committee.

VI. Announcements

There were no announcements

VII. Adjournment

Frank Priest motioned to adjourn; Brenda Smith seconded the motion