



CALIFORNIA STATE UNIVERSITY, STANISLAUS
FACULTY CENTER FOR EXCELLENCE IN TEACHING AND LEARNING
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Assessment of Student Learning Subcommittee
of the University Educational Policies Committee
MINUTES – December 2, 2003

Present: I. Haapanen, J. Esterly, S. Filling, M. Thompson, A. Schulz (ex officio)
Excused: L. Madrigal

- I. **Call to Order.** I. Haapanen called the meeting to order at 10:09 a.m.
- II. **Approval of the Agenda.** The agenda was approved.
- III. **Approval of the Minutes Nov. 12, 2003.** The minutes were approved as presented.
- IV. **Announcements/Reports**
 - A. **Up-Coming Conferences.** Steve indicated that he would be attending an assessment conference as part of a Provost's team in March. The conference focuses on GE Assessment issues and is sponsored by the AACU. Other members of the team include Marge Jaasma, Scott Davis, and Koni Stone.
 - B. Armin indicated that he would be attending a workshops associated with IDEA assessment. The workshop is being held in San Diego in March. This workshop was recommended by Diana Bowman from the Academic Senate support office.
 - C. Iris indicated that the committee would be receiving a secretary (Rebecca Milza) for future meetings.
 - D. Armin gave an up-date on his meeting with Dr. Wendt regarding the re-configuration of the Assessment Associate position. Dr. Wendt suggested that instead of calling the position the Faculty Center Associate Director for Support Services, the committee might wish to consider advertising the position as a Faculty Center Fellowship in Teaching and Learning. The person would then serve as a "Fellow" focusing on aspects of Teaching and Learning at the Faculty Center for Excellence in Teaching and Learning. The position could include the various modifications suggested to the position rather than just "exclusive" student learning assessment aspects. (This report covers agenda ITEM B under Old Business.)
- V. **New Business.**
 - A. **AAHE Assessment Conference.** Iris shared information about the annual AAHE Assessment Conference being held in Denver on June 13-15. Six members of the committee indicated interest in participating. Iris will be submitting a budget to Cathy Watkins of UEPC regarding the sub-committee's request to participate if funding is available. Members of the committee have attended this national conference for the past 4-5 years. Total budget for the committee team is approximately \$7,000. Iris questioned whether the committee should submit a proposal to share the FACULTY VOICES project. It was suggested that Iris and Armin explored the "call for proposals" and determine if they wish to submit a proposal.
ITEM "D" of the New Business agenda was handled as part of this assessment conference discussion.
 - B. **Principles of Assessment of Student Learning.** The chair reported that the approved principles from the last meeting have been forwarded and received by the UEPC. They will act on them in one of their next meetings.
 - C. **Revised 2002-03 Annual Report.** The "revised" annual report was distributed to the committee for their review. Discussion and several clarifications were made. Iris requested that any suggestions for modification be forwarded to her by Friday, December 5. The group did minor editing. chair shared the "revised" report working on the revisions and will have these for the December 3rd meeting. If possible, the committee asked to be able to review the changes prior to the meeting. A list of committee accomplishments was to be the major focus of the annual report.

The meeting was adjourned at 11:03 a.m. All other items on the agenda (i.e. Old Business) were tabled for the next meeting. Steve recommended that the 2002-05 Assessment Plan be put on the top of the next meeting agenda, as it isn't getting discussed. This was agreed. The item of top priority for the next meeting is:

Armin recommended that Old Business items be treated before “new” business items are introduced. This may assist in getting items covered and not tabled as frequently.

The next meeting is scheduled for January 21 at 1:00 p.m. in the FDC Rm 114.

Respectfully submitted,
Armin Schulz, Acting Secretary