CNAS Assessment Committee
August 28, 2009 Meeting
Agenda

I.   Call to Order

II.   Approval of Minutes of 5/1/09 Meeting

III.   Announcements

        A.   WASC Reaffirmation of UOG's Accreditation Status Action Letter, visit:
             WASC Educational Effectiveness Review (EER) Action Letter;

        B.   WASC Educational Effectiveness Review (EER) Spring 2009 Visiting Team Report,
             visit: http://www.uog.edu/dynamicdata/WASCHome.aspx?siteid=1&p=393

             1. Commendation stated in the EER Visiting Team report:
                 "The College of Natural and Applied Sciences (CNAS) framework of expectations for
                 program-level assessment is a model for other units: it has developed templates for
                 syllabus, curriculum map, and assessment plan matrix that are used by all programs in
                 the college."

             2. The following recommendations stated in the EER Visiting Team report will involve our
                 Committee:

                 a.   Recommendation on *Enhancing Academic Quality*:
                      "Develop and systematize long-term academic assessment plans with timelines,
                      ensure that course syllabi include course and program learning outcomes and
                      indicate how achievement of these will be measured, and document learning
                      results and student achievement over time and program-by-program."
                 b.   Recommendations on The Land Grant Mission and Engagement stated in this report:
                      UOG needs to work with "regional colleagues in utilizing technology assisted
                      distance education alternatives, both videoconferencing and online instruction,
                      to deliver regionally extended instructional, research, and service programs."

IV.   Old Business and Continuing Business

        A.   CNAS's Degree Programs Long Term Assessment Plans

             1.   WASC Mandated long term assessment plans for all degree programs (See Item IIIB-2a
                  Above)
             2.   Up for discussion updates at the University Assessment Committee (UAC)
             3.   Update on Assessment Software

V.   New Business

        A.   Day/Time for Committee Meetings for fall 2009?

VI.   Open Forum

VII.   Adjournment

CNAS Assessment Committee
August 28, 2009 Meeting
Minutes

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Alicia Aguon, Dr. Frank Camacho, Prof. Han Tower Chen, Dr. Anatole Grishin, Dr. Fenglien Lee, Dr. James McConnell, Dr. Hideo Nagahashi, Dr. Gerhard Schwab, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely, Dr. Maika Vuki

I.   The meeting was called to order at 1:05 pm.

II.   The Minutes of 5/1/09 Meeting was approved as distributed.

III.   The following announcements were made:

A.   WASC Reaffirmation of UOG's Accreditation Status Action Letter, visit @ UOG Website, visit: http://www.uog.edu/dynamicdata/WASCHome.aspx?siteid=1&p=393

B.   WASC Educational Effectiveness Review (EER) Spring 2009 Visiting Team Report, visit: http://www.uog.edu/dynamicdata/WASCHome.aspx?siteid=1&p=393

1. Commendation stated in the EER Visiting Team report:
   "The College of Natural and Applied Sciences (CNAS) framework of expectations for program-level assessment is a model for other units: it has developed templates for syllabus, curriculum map, and assessment plan matrix that are used by all programs in the college."

   Chair pointed out that this Committee was the major reason for this WASC commendation.

2. The following recommendations stated in the EER Visiting Team report will involve our Committee:

   a.   Recommendation on *Enhancing Academic Quality*:
        "Develop and systematize long-term academic assessment plans with timelines, ensure that course syllabi include course and program learning outcomes and indicate how achievement of these will be measured, and document learning results and student achievement over time and program-by-program."

   b.   Recommendations on The Land Grant Mission and Engagement stated in this report: UOG needs to work with "regional colleagues in utilizing technology assisted distance education alternatives, both videoconferencing and online instruction, to deliver regionally extended instructional, research, and service programs."

        The following were brought up regarding DE/Videoconferencing courses:

        i.   Anatole G. asked if faculty could be given more information/clarification/updates on video conferencing since he believes that this is what's being done and may be replacing "DE courses."
        ii.   Maika V. pointed out that the preparation for the offering of DE courses is extremely time consuming and asked what compensation would faculty get if faculty decides to do this. Chair informed the members that the Dean said faculty would be given at least a 0.25 FTE load allocation.
        iii. Maika pointed out that this should be university driven (Chair did fail to point out that DE alternatives is being supported by not only our Dean, but also by SVP Whippy and President Underwood).
        iv.   James M. pointed out that we should prioritize the DE courses to be offered. We should consider courses that other universities are offering and offer the same or

similar courses.

     v. Anatole G. said that he is ready to offer MA085 as early as spring 2010, but he will need a moodle account to be able to do this. Gerhard and Maika recommend that we support any faculty who is working on this "time consuming" DE course offering.

     vi. Anatole recommends that we initially offer DE courses to UOG students only.

IV.   Old Business and Continuing Business

     A.   CNAS's Degree Programs Long Term Assessment Plans

          1.   WASC Mandated long term assessment plans for all degree programs (See Item IIIB-2a Above)

               Chair announced that we need to have each degree program come up with long term plans on assessment of student learning at least at the program level. It was brought up that the chair should inform program faculty on this ASAP so that they can begin working on these plans.

          2.   Up for discussion updates at the University Assessment Committee (UAC)

               Chair announced that this will be discussed at the UAC September 2009 meeting and updates will be announced at our next CNAS Assessment Committee meeting in September.

          3.   Update on Assessment Software

               Chair informed Committee that UAC has recommended TracDat for this application Software, the bid proposal has been advertised in the PDN and Marianas Variety. TracDat-NUV was the only one that responded to the bid. Chair will keep Committee updated on this issue.

V.   New Business

     A.   Day/Time for Committee Meetings for fall 2009?
          The Committee agreed to meet every 3rd Friday of the month, 1300 (1 pm) @ ALS 202 (This has now been amended to every 4th Friday of the month, 1300 – 1 pm @ ALS 202 due to the request of the Mathematical Sciences Division since they have been meeting on these Fridays and time for the past few semesters now).

VI.   Open Forum

     A.   Chair will email the names of faculty who will be serving on this Committee for this AY.
     B.   Chair informed the Committee of the mini workshops that is being by UAC. The Committee also pointed out that we were very successful with the mini workshops that our Committee conducted prior to the WASC Educational Effectiveness Review Visit last spring 2009 and we should also continue these mini workshops with our college and invite the other colleges and schools.
     C.   Gerhard S. announced that Dr. LisaLinda Natividad will serve on this Committee representing SW.

VII.   Meeting was adjourned at 1405 (2:05 pm).

CNAS Assessment Committee
September 25, 2009 Meeting
Agenda

I.   Call to Order

II.   Approval of Minutes of 8/28/09 Meeting

III.   Announcements
    A. UAC Updates
        1. Call for Mini Workshops (Three will be presenting this semester)
        2. Institutional Assessment Annual Report (AY 09-10 Assessment Report to be submitted to Dean of CNAS by April 1, 2010)
    B. Possible Assessment Conferences for Committee Members to Attend (Pending availability of funds):
        1. 2009 Assessment Institute, Oct. 25-27, 2009 (Sponsored by Indiana University-Purdue University Indianapolis
            For more information, visit: http://planning.iupui.edu/51.html
        2. General Education and Assessment:
            Maintaining Momentum, Achieving New Priorities
            February 18-20, 2010
            Seattle, Washington
            For more information, visit: http://www.aacu.org/meetings/generaleducation/index.cfm
        3. 10TH ANNUAL TEXAS A&M UNIVERSITY
            ASSESSMENT CONFERENCE
            February 21-23, 2010
            College Station, Texas
            Hilton Conference Center
            For more information, visit: http://assessment.tamu.edu/conference/
        4. "Sustainability – A Vision for Higher Education"
            April 21-23, 2010, Westin Hotel, Long Beach, CA
                    Sponsored by the WASC Accrediting Commission for Senior Colleges
                    and Universities, in collaboration with the WASC Accrediting
                    Commission for Community and Junior Colleges:
            For more information, visit: http://www.wascarc.org/

IV.   Old Business and Continuing Business
    A. CNAS's Degree Programs Long Term Assessment Plans
        1. CNAS Assessment Committee Chair's Long Term Assessment Plan Draft Template
        2. Institutional Assessment Annual Report Template (UAC) - Visit:
                http://www.uog.edu/dynamicdata/Assessment.aspx?siteid=1&p=62.
                 (Under Section "Institutionalizing Assessment - Annual Status Report",
                click on "Report Template")
    B. Assessment Application Software Update
    C. DE Courses (MA085) Update

V.   New Business

VI.   Open Forum

VII.   Adjournment

CNAS Assessment Committee
September 25, 2009 Meeting
Minutes

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Frank Camacho, Prof. Han Tower Chen, Anatole Grishin, Dr. Fenglien Lee, Dr. Hideo Nagahashi, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely, Dr. Maika Vuki, Dr. Lisa Natividad

I.   The meeting was called to order at 1310 (1:10 pm).

II.   Minutes of 8/28/09 Meeting approved as distributed.

III.   Announcements

    A.   UAC Updates

        1.   Chair announced that there are three UOG Mini Workshops on assessment this fall 2009 semester beginning Oct. 2, 2009 (Committee corrected Chair that there are actually four).

        2.   Chair announced that the "Institutional Assessment Annual Report" template can be found in the UOG Website (See Section IV-A-1 for details on this website). It was also announced that update reports for the AY 09-10 Assessment Projects are to be submitted to Dean of CNAS by April 1, 2010 (Updates on assessment activities must be reported by April 1 every AY).

    B.   Chair announced possible Assessment Conferences for Committee Members to Attend (Pending availability of funds):

        1.   2009 Assessment Institute, Oct. 25-27, 2009 (Sponsored by Indiana University-Purdue University Indianapolis (Dr. Prem Singh, Dr. Maika Vuki and Chair, who are also members of UAC, will be attending this conference - pending availability of funds). For more information, visit: http://planning.iupui.edu/51.html

             Chair informed Committee to review the following assessment conferences (or any other assessment conferences) and inform Committee if interested in attending:

        2.   General Education and Assessment:
             Maintaining Momentum, Achieving New Priorities
             February 18-20, 2010
             Seattle, Washington
             For more information, visit:
             http://www.aacu.org/meetings/generaleducation/index.cfm

        3.   10TH ANNUAL TEXAS A&M UNIVERSITY
             ASSESSMENT CONFERENCE
             February 21-23, 2010
             College Station, Texas
             Hilton Conference Center

For more information, visit: http://assessment.tamu.edu/conference/

4. "Sustainability – A Vision for Higher Education"
    April 21-23, 2010, Westin Hotel, Long Beach, CA
    Sponsored by the WASC Accrediting Commission for Senior Colleges and Universities, in collaboration w/the WASC Accrediting Commission for Community & Jr. Colleges
    For more information, visit: http://www.wascarc.org/

IV.   Old Business and Continuing Business
    A. CNAS's Degree Programs Long Term Assessment Plans

    1. Committee agreed to use UOG's "Institutional Assessment Annual Report Template" proposed by UAC as the template to use by each Degree Program Faculty to report their "5-Year Long Term Assessment Plans" to the Chair. The Chair will use the CNAS Assessment Committee's proposed Long Term Assessment Plan Template to summarize each of the Degree Program Faculty's submitted 5-year plans, and will forward the summaries to the Dean of CNAS and to UAC. The Committee can obtain the "Institutional Assessment Annual Report Template (UAC)" by visiting:

        http://www.uog.edu/dynamicdata/Assessment.aspx?siteid=1&p=62.
         (Under Section "Institutionalizing Assessment - Annual Status Report", click on "Report Template").

    B. The Chair announced that the Assessment Application Software bid proposal was awarded to TracDat - Nuventive (NUV was the only company who submitted a proposal). The P.O. offering Nuventive the bid was mailed Monday, September 21.

    C. DE Courses (MA085) Update:
        Chair informed Committee that Dean Yudin recommended that we wait for SVP Whippy's input on this since a WASC concern was raised regarding DE courses (Chair will report on the details of this concern later after the Dean meets with the SVP).

V.   New Business

    A. Dr. Maika Vuki addressed issues concerning chemistry majors regarding assessment. He suggested that that we review for example UC San Diego's capstone course evaluation project for comparison purposes.

VI.   Open Forum

    A. Dr. Anatole Grishin requested that we meet at 1330 instead of 1300.

VII.   Meeting was adjourned at 1400 (2 pm).

CNAS Assessment Committee
October 23, 2009 Meeting
Agenda (Amended)

I.   Call to Order

II.   Approval of Minutes of 9/25/09 Meeting

III.   Announcements

        A. UAC Updates
        B. Dr. Prem Singh, Dr. Maika Vuki and Chair will be attending the 2009 Assessment
            Institute, Oct. 25-27, 2009 (Sponsored by Indiana University-Purdue University
            Indianapolis).

IV.   Old Business and Continuing Business
        A. CNAS's Degree Programs Long Term Assessment Plan(s) Deadline? (CS/CIS
            Submitted their long term assessment plans)
        B. Assessment Application Software Update
        C. DE Courses (MA085) Update

V.   New Business

        A. TracDat Ad Hoc Committee (One Representative from each of our Subcommittees)
        B. CLASS's Newly Proposed Program Review Template
        C. SW Course Outlines/Syllabi/… for posting on UOG Website

VI.   Open Forum

VII.   Adjournment

CNAS Assessment Committee
October 23, 2009 Meeting
Minutes

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Alicia Aguon, Dr. Frank Camacho, Prof. Han Tower Chen, Anatole Grishin, Dr. Fenglien Lee, Dr. James McConnell, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely, Dr. Maika Vuki

I.   The meeting was called to order at 1340 (1:40 pm).

II.   Minutes of 9/25/09 approved as distributed.

III.   Announcements

    A. UAC Update

        1. Confidentiality regarding assessment and what to do was brought up at the UAC meeting of 10/23/09. UAC will be following up on this confidentiality issue. Chair will keep members of CNAS Assessment Committee updated on this.

        2. The issue of when collected assessment data could be considered research data for publication purposes was also brought up at UAC's 10/23/09 meeting. Assessment data could involve confidential data regarding students, and may need approval of the RIB Committee for research and publication purposes. Chair will also keep members updated on this.

        3. CNAS Assessment Committee suggested that a general statement in the course syllabus similar to the disability statement on such issues as 1 & 2 above could possibly be used.

        4. UAC also discussed and approved the assessment guidebook at their 10/23/09 meeting (a copy of the guidebook was passed around for review).

    B. Chair announced that Dr. Prem Singh, Dr. Maika Vuki and he will be attending the 2009 Assessment Institute, Oct. 25-27, 2009 (Sponsored by Indiana University and Purdue University at Indianapolis).

IV.   Old Business and Continuing Business

    A.   Chair asked that the long term assessment plan(s) be submitted by the next meeting (CS/CIS already submitted their plans). Dr. Frank Camacho asked if Degree Program Faculties had to close the loop when the reports are to be submitted at the end of the AY. Biology, for example, will conduct assessment plans that might take two or more AY's to finalize. Chair responded that it is not mandatory to close the loop at the end of each AY. Each Degree Program Faculties may submit updates if the assessment studies need additional years to complete.

B. Chair announced that TracDat-NUV is currently waiting for the approval of their application for a Guam Business License that they need before they can conduct business with UOG. Chair will keep members updated on this.

C. Dr. Anatole Grishin informed the Committee that he met with Dr. Brian Milhoff regarding the offering of MA085 as a DE course and is working on this issue. Chair will email Anatole the DE course outline that is needed for CNAS-AAC approval.

V.   New Business

A. Committee agreed that everyone will serve on this TracDat Ad Hoc Committee. Chair will inform members when TracDat-NUV will hold its initial training session.

B. Chair informed that CLASS's Newly Proposed Program Review Template is currently at the Faculty Senate's UCRC. The following motion made by Dr. Prem Singh and seconded by Dr. Maika Vuki was unanimously carried:

The CNAS Assessment Committee requests Faculty Senate to hold on any action on CLASS's Program Review Proposal until it is reviewed by CNAS-AAC.

C. Chair informed members that Dean Yudin wants this Committee to follow up on the posting of course outlines/syllabi with their defined SLOs at our UOG/CNAS Website for Natural Sciences' astronomy, physical sciences, and physics courses, and all of SW undergraduate courses.

VI.   Open Forum

A. Dr. Carl Swanson suggested that the assessment guidebook needs clarification on some of the sections presented. Dr. Prem Singh pointed out that this book is only for reference to be used by faculty for now, and should not be too much of a concern. Chair agreed to email the book for members to review further.

B. Dr. Zoltan Szekely asked Chair to ask UAC if UOG can be a member of AACU. Chair will follow up on this with UAC.

VII.   Meeting was adjourned at 1455 (2:55 pm).

CNAS Assessment Committee
December 4, 2009 Meeting
Agenda (Amended)

I.   Call to Order

II.   Approval of:
        A.   minutes of 10/23/09 Meeting
        B.   Additions to minutes of 8/28/09, 9/25/09?

III.   Announcements
        A.   UAC Updates
                1.   Confidentiality issues regarding assessment of student learning will be stated in the UOG
                        admission application form and addressed by students when applying for admission to UOG.
                2.   Assessment Guidebook posted at UOG Website:

                        http://www.uog.edu/dynamicdata/AssessmentReferenceMaterials.aspx?siteid=1&p=572

        B.   Dr. Prem Singh, Dr. Maika Vuki and Chair attended the 2009 Assessment Institute, Oct. 25-
                27, 2009 (Sponsored by Indiana University-Purdue University Indianapolis), and will be presenting a
                summary of their attendance next spring semester.

        C.   Dean's approval for Financial Assistance (based on the availability of funds) and his
                recommendations for selection priorities for attendance at Assessment Conferences

IV.   Old Business and Continuing Business
        A.   CNAS's Degree Programs Long Term Assessment Plan(s) Deadline: 12/4/09?

        B.   TracDat-Nuventive (TracDat-NUV) Assessment Application Software Update
                1.   Obtained Guam Business License
                2.   Currently Finalizing UOG/TracDat License Agreement
                3.   Need for Committee members to set schedule for training sessions/workshops (See attached
                        "TracDat Service Offering Overview" from Nuventive)

        C.   DE Courses Update
                1.   Update from Dr. Anatole Grishin on MA085 as a DE course
                2.   Currently on the agenda of the SVP/Deans/Directors/etc. Committee's "FY2011
                        Budget Retreat Plan" (Discussion on having: "At least one distance education
                        course will be required of every academic program …")

        D.   CLASS's Newly Proposed Program Review Template
                The following Motion that was unanimously passed was announced at our CNAS-AAC:

                ***The CNAS Assessment Committee requests Faculty Senate to hold on any action on CLASS's
                Program Review Proposal until it is reviewed by CNAS-AAC.***

        E.   Dean Yudin expects all undergraduate course outlines/syllabi with the defined SLOs to be posted at
                our UOG/CNAS Website (This includes the Natural Sciences courses such as astronomy, physical
                sciences, and physics courses and all of SW courses)

V.   New Business

VI.   Open Forum

VII.   Adjournment

TracDat Service Offering Overview

Overview

Over the course of TracDat implementation, Nuventive consultants work with each institution to use TracDat to address one or all of the following areas: Strategic Planning, Learning Outcomes Assessment, and Regional/Program Accreditation. During the first phase of implementation, a plan and timeline is constructed to allow structured and progressive use of TracDat. Although all the areas mentioned above are taken into account during the configuration of TracDat, typically clients start/focus on the one area which is most pressing in order to gain understanding of the software. Nuventive consultants address not only the mechanics and 'button pushing' features of TracDat, but more importantly, share with clients lessons learned and best practices gained from thousands of hours on-site consultations with other clients addressing the same issues.

Learning Outcomes Assessment

- Define within TracDat all academic units with learning outcomes (e.g., departments, programs, disciplines, etc)
- Label and define fields in order to map existing assessment planning processes into TracDat
- Consult and recommend strategies to gain faculty and user buy-in into the planning process
- Incorporate a strategy to incorporate results and recommendations into the annual reporting process and configure TracDat to allow meaningful use of this data
- Map learning outcomes and results to strategic plan, and accrediting bodies where appropriate
- Configure TracDat and provide approach to mapping and tracking general studies outcomes across programs

Strategic Planning

The Nuventive consultant will work with the client to incorporate existing strategic plans into TracDat in order to allow visibility into the progress being made toward achievement of the plan. This includes in general:

- Identify and incorporating high level goal/initiatives of the institution into TracDat
- Define in TracDat a reporting structure and accountable 'units'
- Parse annual objectives from the overall plan to be assigned to individual units and enter them into TracDat
- Map annual objectives to the high level goals/initiatives
- Label and create fields in TracDat such that the client can easily retrieve the status/progress being made on each of the annual objectives.

Regional and Program Accreditation

- Define within TracDat the regional and program accreditations required by the institution
- Identify the unique needs for each accreditation and configure TracDat to support the management of data to support the accreditation

Basic Service Offering

32 Hours – Delivered in two on-site visits and conference calls. Each on-site visit typically lasts 12-14 hours. See Appendix A and B for a detailed description of each on-site visit. Conference calls are used prior to the on-site engagements to prepare the client, and following on-site engagements to answer questions.

- First Visit (See Appendix A for details)
  - Situational Analysis
  - TracDat Configuration and Setup
  - Planning and Results Dry Run
- Second Visit (See Appendix B for details)
  - Advanced Feature Training
  - Regional and Program Accreditation Configuration

Optional Services

The basic service offering assumes a train-the-trainer approach. At the conclusion of the basic offering, a small group of personnel at the school will have an in depth understanding of TracDat. The assumption is this small group will then train the faculty and personnel at the school on the use of TracDat. Nuventive can provide this training directly to the faculty and personnel if desired. This training takes place in the form of 8 to 10 user workshops. Each workshop lasts approximately 2 ½ hours (typically 3 workshops per day). See appendix C for a detailed description of each workshop.

- Train Users on Entering Assessment Plans
- Train Users on Entering Assessment Result

Appendix A

Overview of TracDat Service Engagement

(Initial Two Day Visit)

Day 1

Situational Analysis

Description:

On-site implementation planning will take place. Information will be gathered about the current status of the client's strategic and assessment process.   Dialog will take place between the Nuventive consultant and the attendees in order for the consultant to understand the climate and existing process of planning and assessment at the institution. The consultant will verify his understanding of any documents sent prior to the on-site visit (see Useful Documents below). This will include discussions around Learning Outcomes Assessment, Strategic Planning, and

Accreditation. Attendees will receive an overview of TracDat in order to understand both what TracDat can and cannot do with regards to planning and assessment. In addition, the criteria for a successful implementation will also be established.

Attendees

This will take place with key assessment personnel from the institution that have a stake in deciding the desired outcomes of the TracDat implementation. If possible those who will be reviewing the assessment plans and data of your program/departments should attend so that they know what is being asked of the program/departments. Typically 3 – 10 people.

Time:

2 – 4 hours

Required Facility:

- A room where the Nuventive service consultant can project from a PC which can access the internet.
- A white board will also be helpful.

Useful Documents:

Existing Institutional Assessment Plans, Strategic Plans

System Setup and Configuration

Description

Information obtained during situational analysis will be used to begin configuring TracDat. In general, we will take the information gathered during situational analysis and begin configuring your version of TracDat to reflect your institution. This will include: custom labeling, defining assessment units, defining reporting units, creating list options for drop-downs, defining custom fields if needed, creating user accounts, modifying on-line help text, and determining navigation settings.

Attendees

This will take place with key assessment/planning personnel from the institution who will be the hands-on TracDat administrators at the institution. These will be the 'go to' people for the end users of TracDat when questions arise. This is typically not an IT person.

Time:

Remainder of the first day - Typically 4 to 6 hours.

Required Facilities

- A room where the Nuventive service consultant can project from a PC that can access your version of TracDat.

- All attendees will also need to have access to TracDat.
- A white board will also be helpful.

Useful Documents:

Institutional Vision, Mission, and Goals, Any existing goals for units below the institution (e.g., colleges under the university, divisions of the college, etc), Listing of Departments/Programs, Electronic Institution Catalog

Day 2

Assessment/Strategic Plan Dry Run

Description:

The focus of the second day is to begin entering in a few of your existing plans into TracDat. This exercise is intended to validate the decisions made during 'Configuration and Setup'. Often times, issues are uncovered that require modification or re-thinking of how TracDat was configured. Changes to the configuration/setup will then be made as necessary. In addition to validating the configuration and set-up, the users entering in the plans will also have a complete understanding of how to enter assessment and strategic plans into TracDat. The focus of this session is **not** to train the end users of TracDat at your institution, but rather to ensure a few users are very intimate with the required process and any previous configuration issues have been resolved. At the completion of this session, the configuration of TracDat will be validated and a handful of personnel at your institution will understand what is required to move all existing plans into TracDat.

Attendees

These will be the people who will be training your faculty on how to enter their existing plans into TracDat. The attendees should expect this session to be a working session intended to uncover issues, rather than a step-by-step training session.

Time:

Typically 4 hours

Required Facilities

- A room where the Nuventive service consultant can project from a PC that can access your version of TracDat.
- All attendees will also need to have access to TracDat.
- A white board will also be helpful.

Useful Documents:

Two to three existing department/program assessment plans. Both good and not so good plans are helpful if there is variance in the quality of the plans. The intent of the session is to map

several plans into TracDat, so the greater the difference in plans the greater the number potential issues will be uncovered.

Wrap-Up

Description:

A wrap-up meeting will take place to review 'homework' to be completed prior to the next on-site visit. A rough agenda for the next on-site visit will be created and if possible a date agreed upon.

Attendees

Key TracDat team members charted with the role of implementing TracDat

Time:

1 hour

Follow-Up Conference Call(s)

Description:

Time has been built into the service delivery to allow for follow-up conference calls. It is typical that after the client has had time to use the software following the on-site visit, questions surface. Although emails can be used to answer some questions, it is recommended that the client and Nuventive consultant schedule conference calls as needed to address these questions.

Notes:

- Any attendee of one session should have attended all prior sessions.
- The above attendee list should be used as a guideline. Further explanation can be given during the initial phone conversation with the Nuventive service consultant.
- The agenda for the second visit will be discussed during the wrap-up of the first visit
- Times given are to be used as guidelines. Each implementation varies depending on the complexity of your assessment/planning process.

Appendix B

Overview of TracDat Service Engagement

(Second/Follow-Up Two Day Visit)

Situational Analysis

Description:

Discussion will take place between the Nuventive consultant and the institutions core TracDat implementation team. The following areas will be addressed:

1. A review of the progress made to date by the client as well as issues/difficulties uncovered by the client will be discussed. Where appropriate, TracDat configuration changes will be made. In addition, process issues will be discussed and suggestions made on possible changes.
2. Discussion on configuring TracDat to support those areas that were not addressed during the initial on-site visit. Those areas may include:

   - Strategic Planning
   - Program Assessment
   - Course Assessment
   - General Education Assessment
   - Regional Accreditation
   - Program Accreditation

Time:

Varies based upon the various areas mentioned above that need to be addressed but typically. 4 -6 hours.

Required Facility:

- A room where the Nuventive service consultant can project from a PC which can access the your TracDat
- A white board will also be helpful.

Additional Feature Discussion

Description:

Those features of TracDat that were not addressed during the initial visit will be reviewed. Based upon the clients needs, required features will be configured and explained. Features include:

- Email Assignments
- Ad Hoc Query Building
- Data Collection Tools
- Course Level Assessment

Time:

Varies based upon the various areas mentioned above that need to be addressed but typically. 4 -8 hours.

Required Facility:

- A room where the Nuventive service consultant can project from a PC which can access the your TracDat

Follow-up Conference Call(s)

Description

Time has been built into the service delivery to allow for follow-up conference calls. It is typical that after the client has had time to use the new TracDat features trained during this visit, questions surface. Although emails can be used to answer some questions, it is recommended that the client and Nuventive consultant schedule conference calls as needed to address these questions.

Appendix C

End User Workshop/Training

(Optional Services)

Description:

Small workshops of up to 10 TracDat users will be held on your campus. The Nuventive consultant will train users on how to:

- Enter their existing assessment plans into TracDat
- Enter assessment results into TracDat
- Run Reports
- Load Documents into the document repository

The workshops will be tailored to fit your institutions planning process and unique TracDat configuration/language. Ideally the users will bring their plans and assessment results with them to the workshop. If they do not have plans or results, the user will enter a sample plan and results. If other options such as email assignments are being used, the users will also be trained on these features.

Prior to the workshops the Nuventive consultant will work with the institution to gather information about the planning process and TracDat features being used in order to customize the workshops to fit your institutions needs.

Time:

2 ½ hours per workshop. A minimum of 1 day on-site is required.

Required Facility:

- A room where the Nuventive service consultant can project from a PC which can access the your TracDat
- Each user has a PC/Laptop that can access your TracDat
- A white board will also be helpful.

CNAS Assessment Committee
December 4, 2009 Meeting
Minutes

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Frank Camacho, Prof. Han Tower Chen, Dr. Anatole Grishin, Dr. James McConnell, Dr. Hideo Nagahashi, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely, Dr. Maika Vuki, Dr. Lisa Natividad

I.   The meeting was called to order at 1335 (1:35 pm).

II.   The minutes of 10/23/09 Meeting were approved as distributed. The minutes of 8/28/09 and 9/25/09 were distributed requesting approval to insert the chair (and recorder of these minutes) in the attendance section of the minutes (These minutes were approved without indicating that the chair was present at these meetings). No objection was made with this minor amendment to these minutes.

III.   Announcements

        A.   UAC Updates

             1.   The Chair announced that confidentiality issues regarding assessment of student learning will be stated in the UOG admission application form and addressed by students when applying for admission to UOG. It was also announced that UAC is still working on a standard release statement to use student work as assessment artifacts that will be reviewed by our legal counsel. This standard release statement form can be used by individual faculty for students who responded negatively to this issue when applying for admission or failed to respond on this issue when applying for admission.

             2.   The Chair announced that the Assessment Guidebook is now posted at our UOG Website:

                  http://www.uog.edu/dynamicdata/AssessmentReferenceMaterials.aspx?siteid=1&p=572

        B.   The Chair announced that Dr. Prem Singh, Dr. Maika Vuki and Chair attended the 2009 Assessment Institute, Oct. 25-27, 2009 (Sponsored by Indiana University-Purdue University Indianapolis), and will be presenting a summary of their attendance next spring semester.

        C.   The Chair announced that the Dean will financially support (depending on the availability of funds) faculty to attend assessment conferences. The Chair also informed the members that the Dean will give priority to faculty members whose program has "closed the loop" on their assessment study/studies and most especially if they have their study/studies accepted for presentation/publication at these assessment conferences.

        D.   Chair informed members that UAC is addressing an assessment cycle schedule similar to GCC's (attached for review). Concerns were brought up and CNAS must come up with their assessment cycle schedule rather than having it done using a "top-down approach." It was agreed that we at CNAS should proceed with our initial plans of submitting each of our degree program's 5-year Assessment Plans by today's date and then updating and reporting what was accomplished each April 1 as required by the university (UAC).

IV.   Old Business and Continuing Business

        A.   The Chair reminded the Committee members that their long term assessment Plan(s) is due today (12/4/09). Biology, Math and Social Work submitted theirs. CS/CIS submitted theirs at the Oct. 23, 2009 Meeting. AG, CFS and Chemistry?

B. The Chair updated the Committee on TracDat-Nuventive (TracDat-NUV) Assessment Application Software Update:

1. TracDat-NUV has finalized and obtained their Guam Business License;
2. UOG/TracDat-NUV is currently finalizing the License Agreement;
3. The following concerns were brought up by the Committee regarding the initial training sessions and workshops proposed by (See attached "TracDat Service Offering Overview" from Nuventive):

   a. Scheduling may be difficult for teaching faculty during the semester;
   b. A need to have TracDat present another Demo that was similarly done last spring semester for the Committee before the first visit;
   c. A need to ask TracDat-NUV if they have a website to visit for a simple example Demo that addresses a brief introduction of the mechanics and a simple example to work on to prepare before the first visit;
   d. Since CNAS is piloting the project with TracDat-NUV, there is a need for the Chair follow up with UAC regarding the representatives of the other colleges and schools who will be working with us on this project;
   e. Clarify with TracDat if the maximum number of participants for the initial training sessions/workshops is 10?

C. DE Courses Update

1. Dr. Grishin reported that he will not be able to have the MA085 DE course offered by spring 2010. It would not be ready till fall 2010. He agreed to email the chair a list of the problems that he unexpectedly encountered while preparing this course as a DE course especially with moodle. Dr. Szekely also will email the Chair some of the MA085 DE concerns and anticipated problems that the Math Curriculum Committee has discussed at their meetings.
2. The chair did announce that DE course offerings are currently on the "FY2011 Budget Retreat Plan" agenda of the SVP/Deans/Directors/etc. Committee. Plans on having at least one distance education course required for every academic program is on the agenda.

D. CLASS's Newly Proposed Program Review Template
The following Motion that was unanimously passed was announced at our CNAS-AAC:

The CNAS Assessment Committee requests Faculty Senate to hold on any action on CLASS's Program Review Proposal until it is reviewed by CNAS-AAC.

The Chair commented that the CNAS-AAC is currently working on this matter with Faculty Senate and our AAC is the more appropriate committee that should follow up on CLASS's proposed Program Review Guidelines. Dr. Prem Singh did announce that UCRC, a Subcommittee of Faculty Senate has already approved CLASS's proposal as a nonsubstantive change. It is now at UAC for their approval. Suffice it to say that as a nonsubstantive change and if approved by UAC, it goes directly to the SVP for final approval and will bypass the full Faculty Senate for their consideration.

E. The Chair announced that Dean Yudin still expects all undergraduate course outlines/syllabi with the defined SLOs to be posted at our UOG/CNAS Website. Dr. Natividad informed the Committee that SW has these documents ready for posting. The Chair asked Dr. Natividad for e-copies of these documents so that he can forward the e-copies to Dr. Frank Lee for posting. The Chair will contact the Chair of the Division of Natural Sciences for the course outlines/syllabi with the defined SLOs for astronomy, physical sciences and physics courses.

V. No new business was brought up.

VI. The meeting was adjourned at 1520 (3:20 pm)

CNAS Assessment Committee
January 22, 2010
Agenda

I.   Call to Order

II.   Approval of minutes of 12/4/09 meeting

III.   Announcements

        A. UAC Updates
        B. GE Conference @ Seattle

 IV.   Old Business and Continuing Business

        A. Long Term 5 year Assessment Plan still pending from AG, CHEM, CFS, and MATH
            (MATH submitted only a one year assessment plan; BIO, CS/CIS and SW submitted
            theirs)

        B. Update on MA085 as "DE Course" for Fall 2010

            1. Problems unexpectedly encountered while preparing this course as a DE course
                especially with moodle (Dr. Grishin).
            2. MA085 DE concerns and anticipated problems that the Math Curriculum
                Committee has discussed at their meetings (Dr. Szekely).

        C. Still need the Natural Sciences course outlines with defined SLOs for astronomy,
            physical science, and physics courses (SW course syllabi and CM already posted)

        D. TracDat-Nuventive (TracDat-NUV) Assessment Application Software Update –
            IT'S FINALIZED! TracDat Service Offering – Initial Training Sessions/Workshops
            (Two Day Visit):

            1. Possible date for this initial phase of implementation: 2nd or 4th week of March
                (Week of March 8th or March 22nd)
            2. TracDat-NUV online DEMO: Feb. 5, 0900 (9 am)
            3. Need for a "System Administrator" to work with UAC Chair, Ms. Dee Leon
                Guerrero

 V.   New Business

        A. Plans for the TracDat's First Phase of Implementation

 VI.   Open Forum

 VII.   Adjournment

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Alicia Aguon, Dr. Grazyna Badowski, Dr. Frank Camacho, Prof. Han Tower Chen, Dr. Anatole Grishin, Dr. Fenglien Lee, Dr. James McConnell, Dr. Hideo Nagahashi, , Dr. Lisa Natividad, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely, Dr. Maika Vuki

Guests: Dr. Doreen Crisostimo, Dr. Claret Ruanne (Both representing SBPA for TracDat)

I.   The meeting was called to order at 1335 (1:35 pm).

II.   The minutes of 12/4/09 Meeting were approved as distributed.

III.   Announcements (UAC Updates and GE Conference @ Seattle will be updated at the next meeting).

IV.   Old Business and Continuing Business

   A.   The Chair informed the members that the Long Term 5 year Assessment Plan still pending from AG, CHEM, CFS, and MATH (MATH submitted only a one year assessment plan; BIO, CS/CIS and SW submitted theirs). We will need to have these assessment plans from each of our degree programs for TracDat (It suffices to note that Dr. Vuki submitted a hardcopy of Chemistry's long term 5 year Assessment Plan at this meeting).

   B.   Update on MA085 as "DE Course" for Fall 2010

      1.   Dr. Grishin reported that he will follow-up on the problems that he encountered while preparing for this course as a DE course especially with moodle.
      2.   Dr. Szekely also reported that he will follow-up on the MA085 DE concerns and anticipated problems that the Math Curriculum Committee discussed at their meetings.

   C.   Chair reported that we still need the Natural Sciences course outlines with defined SLOs for astronomy, physical science, and physics courses (SW submitted their course syllabi and CM and are now posted at our UOG Website).

   D.   The Chair informed the Committee that UOG and TracDat-Nuventive (TracDat-NUV) has finalized the license agreement and payment is currently being processed for TracDat-NUV. The Chair updated the members on the following:

      1.   The possible date for the initial phase of implementation: 2nd or 4th week of March (Week of March 8th or March 22nd). It was recommended not to schedule this initial training on the weekend of the Easter Break.
      2.   TracDat-NUV online DEMO: Feb. 5, 0900 (9 am)
      3.   Need for a "System Administrator" to work with UAC Chair, Ms. Dee Leon Guerrero (Dr. Lee, currently the Committee's Web Master, and although having such a busy schedule this semester volunteered to temporarily serve as the system administrator for this semester).

V.   New Business

    A.   Plans for the TracDat's First Phase of Implementation:
        The Chair distributed two handouts for discussion on the following (the handouts were also displayed on the screen using computer projector):

        1.   Important Information on the TracDat most especially what the Committee should anticipate regarding the TracDat-NUV initial phase of implementation (initial training). See attached Handout 1for details.

        2.   Chair informed the Committee of TracDat-NUV's (Mr. Paul DeSante) responses to the Committee's questions/concerns that were brought up at the 12/4/09 committee meeting. See attached Handout 2 for details. A concern regarding Question 1 of Handout 2 was brought up by Drs. Vuki and McConnell. They both recommended that administrators should be present at the initial training. Chair agreed to ask both Dean Yudin and SVP Whippy to attend.

VI.   The meeting was adjourned at 1440 (2:40 pm)

I.   Chair again reminded the members of the TracDat Demo on Feb. 5, 9 am.

II.   Chair again reminded the members of the dates for the Initial Phase of Implementation: 2nd or 4th week of March (Week of March 8th or March 22nd)

III. Committee Questions – TracDat Responses

    A.   Chair recommended the members to review Question 2 in Handout 2 that refers to the "List of Courses at the University in Excel (at the very least, all the CNAS courses)" that we should have for the training as recommended by Paul.
    B.   CMs (Possibility of amending our current CMs to match the ones used in the sample assessment reports from TracDat).

IV.   First online TracDat Demo Documents last spring 2009 that were emailed to the members (Chair informed Committee to review the following documents that were provided by TracDat at this demo especially the sample assessment reports):

    A.   Product Tech Info
    B.   Product Tech
    C.   Sample Assessment Reports

V.   Sample Assessment Reports from TracDat (The Chair distributed the following sample assessment reports, possible sample reports that our program faculty could submit to our to our CNAS Assessment Committee/CNAS Dean/UAC …):

    A.   Assessment Report: Internal – GE Template (Lincoln University)
    B.   Degree Assessment Results Report Template (Lincoln University)
    C.   Actions Taken by Program Based on Assessment Results Report Template
    D.   Strategic Plan – Arts and Sciences (Lincoln University)
    E.   Assessment Plan Template (Lincoln University)
    F.   Reporting Unit Goals Summary Report Template (Lincoln University)

VI.   Assessment Reports (Chair reminded the members that the following are the levels of assessment that our Committee decided for program faculty to do):

    A.   Program Level Assessment
    B.   Science/Math GE Assessment
    C.   Developmental Math Assessment
    D.   Support Program Assessment

        1. CNAS Support Astronomy/NS/Physics
        2. Nursing Biology
        3. Nursing Chemistry
        4. Nursing CFS (Human Nutrition for Health Professionals)

VII. Institutionalizing Assessment Guidebook @ UOG Website (Chair reminded members that this Assessment Guidebook would be useful once we start our work with TracDat and to review it before the TracDat training).

VIII. Chair informed members to email him if they have additional questions for our consultant Paul DeSante.

1.   *In the Attendees Section, it states that typically 3-10 people attend. Would it be possible to have about 20 attendees? We have 13 members serving on the College of Natural and Applied Sciences Assessment Committee (CNAS Assessment Committee, the Committee that is assigned to pilot TracDat); Ms. Dee Leon Guerrero, Chair for our university wide assessment committee, UAC; and maybe a few others from the other schools and colleges would be attending the first phase of the implementation (initial training sessions/workshops).*

We can definitely have about 20 attendees, although the larger the group, the more difficult it can be to make some systematic decisions in TracDat. I think that we would be fine with the group that you are proposing. Just keep in mind that these first 2 days will be really aimed at making some Institutional-wide configuration options whenever possible, with the understanding that we will be implementing these choices to the CNAS first (and we can always have exceptions built into the software whenever necessary).

2.   *We want to focus on "Learning Outcomes Assessment" for the first phase of the implementation. Each of our Degree Programs at CNAS has course outlines/syllabi with their defined SLOs and Curricular Mappings (The CMs will all have the degree program learning outcomes/objectives or PLOs, the science SLOs, support programs SLOs, and Math will also have the Developmental Math Program SLOs,). Each has done assessment reports that they had to do in preparation for the WASC Educational Effectiveness Review Visit in spring 2009. Some program submitted their 5 year Assessment Plans last fall 2009 semester and the others should be submitting theirs in the beginning of spring 2010 semester. You can view/review most of these documents at our UOG/CNAS/Assessment Website by visiting:*

 http://www.uog.edu/dynamicdata/CNASUndergraduatePrograms.aspx?siteid=23&p=652

I'm hoping that these documents would be sufficient for the first phase of the implementation, and all we need to do is prepare some additional documents that can easily cater to what we have already done and posted in the above mentioned website. Please advise on what additional documents that we need to prepare for this training sessions/workshops.

These documents look great. Some other things that would be good to have:

> a. **List of Units that will have Program SLOs and Course SLOs** – for the CNAS, it looks like assessment is captured at the program level. Is it this way across all the colleges? If so, we will just need a program list. If it is different, then we will need to address each college as they do assessment.

> b. **List of Units that will have other Outcomes/Objectives** that are measured – e.g. Support Services. These are any measured outcomes/objectives that are measured <u>outside</u> of the Strategic Planning process, and may or may not exist.

> c. **List of Courses at the University in Excel** (format attached to this email) – at the very least, we should have all the CNAS courses, that should be good for the training. However, if we can get all the courses from one source, that would be great. Do not worry too much about this document right now as it is not necessary for the training, but we will address it, so it would be nice to have.

 3.   *We should be able to provide the requirements specified in your "Required Facilities" Section for the training, but I'm assuming that since we selected the tracdat hosted option, all we need is to have our PCs, MACs, labtops, etc. and have access to the internet in the selected room for the training sessions/workshops. Incidentally, in this Section, could you clarify what NUV means by the statement that "All attendees will also need to have access to TracDat?" I'm making the assumption here that accessing TracDat is "password-protected" and NUV would make sure that attendees would be provided the capability to access TracDat during the initial training implementation.*

You are correct – we will just need access to the internet so we can access TracDat. We will take care of setting up User Accounts when I am on-site; you do not have to worry about this other than having computers that can access the internet for those days.

 4.   Can TracDat-NUV provide us with a website to visit for a simple example Demo that addresses a brief introduction of the mechanics and a simple example to work on to prepare before your first visit? Although Scott did provide us with some sample assessment reports, more similar examples of assessment reports would make it easier for the attendees to prepare for your first visit.

Here is a <u>link to a tutorial</u> that will give you a good idea of what is involved with entering Program Assessment Plan information in TracDat. Please be aware that we will configure TracDat specifically for UOG based on our conversations when I am there, so the language and options may change, but these are the basics.

 5.   The CNAS Assessment Committee asked to check if TracDat can present another video conference Demo that was similarly done last spring 2009 semester (by Scott or set up by Scott) before the first visit. Would this be possible?

We consistently host <u>TracDat Demonstrations</u>, but most are at a time that I believe would be a little early for you! Please check to see if the above tutorial would work for this purpose, but I can set up a time to do a Demo for your group if you would like and take a few questions if you think that it would help.

 6.   We will have an attendee from the School of Education and the School is currently using LiveText. Also, UOG is using the Colleague System. Would it be possible to also have a session on what we need to do to coordinate/integrate/interface/link/... assessment and other work with LiveText/Colleague?

 Typically what I've seen done in circumstances like these is that users/faculty would run reports/get data out of LiveText/Colleague and then attach those items to Results entered into TracDat. This would be your evidence supporting your Summary of the data and your proposed Action Plan. During the training sessions, we can certainly discuss the interaction and cooperation between the multiple systems at UOG.

CNAS Assessment Committee
Feb. 5, 2010 Meeting
Agenda (Amended)

I.   Call to Order

II.   Questions for Dean Yudin and Ms. Leon Guerrero, Director of Academic Assessment and
        Institutional Research and Chair of the University Assessment Committee (UAC)

 III.   TracDat

        A. Long Term 5 year Assessment Plan still pending from AG, CFS, and MATH (MATH
            submitted only a one year assessment plan; BIO, CHEM, CS/CIS and SW submitted
            theirs)

        B. TracDat-Nuventive (TracDat-NUV):

            1. Finalize date for the First Phase of Implementation with Paul DeSante? Now
                being proposed on Friday-Saturday April 9-10?
            2. Useful Documents for Initial Phase of Implementation/Training for first visit:

                a. Existing Institutional Assessment Plans, Strategic Plans
                b. Institutional Vision, Mission, and Goals, Any existing goals for units
                    below the institution (e.g., colleges under the university, divisions of the
                    college, etc), Listing of Departments/Programs, Electronic Institution
                    Catalog (Cha
                c. Chair will prepare on flash drive for each of our subcommittees at least the
                    documents that are posted on our UOG/CNAS/Assessment Website that
                    include the following:

                    • ILOs
                    • CMs with Course SLOs
                    • PLOs
                    • WASC Posters displayed at WASC spring 2009 visit
                    • Additional websites from UAC Chair Dee LG that she recommended
                      for us to visit that includes some of 2b above
                    • Submitted Program 5 Year Assessment Plans
                    • List of Courses at CNAS in Excel that we should have for the training
                      as recommended by Paul (see back)

IV.   Next Meeting: 2/26/10?

V.   Adjournment

CourseNumber	CourseName	CourseDesc	Unit1	Unit2
HIST101	PostWarUS	Post war years	Program - History	Psychology
MATH10	Entry level Trig	Entry level trig	Program - Math	
POLI20	EnglishLaw1800	18th century english law	Program - PoliSci	
ART300	Monet Study	Discuss Monet works	Program - Art	
FREN100	French Level 1	Intro to French	Program - French	
REQUIRED FIELD	**REQUIRED FIELD**	**NON-REQUIRED FIELD**	**NON-REQUIRED FIELD**	**NON-REQUIRED FIELD**

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Alicia Aguon, Dr. Grazyna Badowski, Prof. Han Tower Chen, Dr. Anatole Grishin, Dr. Fenglien Lee, Dr. James McConnell, Dr. Hideo Nagahashi, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely, Dr. Maika Vuki.

Guest: Dr. Lee S. Yudin, CNAS Dean

I.   The meeting was called to order at 1335. Due to several members informing the Chair that they had to attend another meeting at 1400, the Chair distributed a shortened amended version of the agenda.

II.   Dean Yudin was a guest at the meeting. He praised the Committee for all the work that was done most especially the assessment activities that were conducted for the WASC spring 2009 Educational Effectiveness Review Visit. One of the issues that he recommended to the Committee is to establish a list of "measurable learning outcomes" for CNAS. Dr. Vuki did point out that this was an issue that was brought out when CNAS-AAC was working on CNAS's Vision, Mission and Goals.

      Ms. Deborah Leon Guerrero could not attend the meeting due to a very busy schedule.

III. TracDat

      A. The Chair announced that the "Long Term 5 year Assessment Plans" are still pending from AG, CFS, and MATH (MATH submitted only a one year assessment plan; BIO, CHEM, CS/CIS and SW submitted theirs)

      B. The Chair announced the following regarding TracDat-Nuventive (TracDat-NUV):

          1.   The finalized date for the First Phase of Implementation/Training with TracDat is now being proposed for Friday-Saturday April 9-10?

            2. The following are useful documents for Initial Phase of Implementation/Training for first visit:

                a. Existing Institutional Assessment Plans, Strategic Plans
                b. Institutional Vision, Mission, and Goals, Any existing goals for units below the institution (e.g., colleges under the university, divisions of the college, etc), Listing of Departments/Programs, Electronic Institution Catalog
                c. Chair will prepare on flash drive for each of our subcommittees at least the documents that are posted on our UOG/CNAS/Assessment Website that include the following:

- ILOs;
- CMs with Course SLOs;
- PLOs;
- WASC Posters displayed at WASC spring 2009 visit
- Additional websites from UAC Chair Dee LG that she recommended for us to visit that include some of 2b above;
- Submitted Program 5 Year Assessment Plans;
- List of Courses at CNAS in Excel that we should have for the training as recommended by Paul.

IV.   The Chair announced that the next meeting is on 2/26/10.

V.   The meeting was adjourned at 1405.

CNAS Assessment Committee
March 19, 2010 Meeting
Agenda

I.   Call to Order

II.   Approval of minutes for 2/26/10 Meeting

III.   Announcements

        A.   UAC Update

        B.   For the CLASS Syllabus Assessment Project AY2009, visit

             http://www.uog.edu/dynamicdata/Assessment.aspx?siteid=1&p=62

IV.   Old Business and Continuing Business

        A. DE Course: AG102, MA115

        B. TracDat-NUV:

             1. TracDat Initial Phase of Implementation/Training: April 9-10, 2010
             2. Tentative Agenda for Training
             3. Open Discussion

V.   New Business

VI.   Next Meeting?

VII.   Adjournment

CNAS Assessment Committee
March 19, 2010 Meeting
Minutes

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Grazyna Badowski, Prof. Han Tower Chen, Dr. Anatole Grishin, Dr. Fenglien Lee, Dr. Hideo Nagahashi, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely, Dr. Maika Vuki.

I.   The meeting was called to order at 1110.

II.   Approval of minutes: The minutes of the 2/26/10 meeting were approved with the following amendments:

   A.   Section III-A-1: SVP Whippy's name should be capitalized;
   B.   Section IV-B-1: MA115 to meet GE requirement was approved by the Mathematics Faculty, but has not yet met the approval of CNAS-AAC.

III.   Announcements

   A.   No update on UAC since the UAC meeting of 3/12/10 was cancelled (Carl S. did pass out a list containing websites from the UOG Assessment Guidebook that he could not access).

   B.   The Chair announced to the Committee that the CLASS Syllabus Assessment Project AY2009 is posted at the UOG Website. Visit:

       http://www.uog.edu/dynamicdata/Assessment.aspx?siteid=1&p=62.

       (Dr. Maika Vuki suggested that the CNAS Assessment Committee should also conduct a similar survey as was done by CLASS).

   C.   The CNAS Retreat will be held at the Hilton on April 30.

 IV.   Old Business and Continuing Business

   A. DE Course: AG102 being proposed as an online course was submitted and approved by CNAS-AAC; Chair recommended that MA115 be offered as online course for spring 2011 semester.

   B. The Chair brought up the following regarding TracDat-NUV's initial phase of implementation:

      1. Reminded members of the April 9-10, 2010, Friday-Saturday Training Workshop;
      2. Chair passed out the Tentative Agenda for the Initial Training Workshop;
      3. Open Discussion:

         a.   Chair reminded members who will be attending to bring laptops to the training workshop;
         b.   Chair brought up internet access problems in SC120 and is working to have the problems taken care of by the April 9-10 Workshop;
         c.   Committee scheduled testing of internet access on April 6, and those attending the training workshop should bring their laptops;

      d.   The Chair will check the Computer Center to reserve their computer lab for the April 9-10 training in case of power outage (Computer Center has a backup generator).

V.   New Business

    A. TRACDAT ACCESS LEVEL document was passed out to members by Chair. The document is a proposal regarding the access level for all members of the Committee:

      1. Chair should have full access level[1] for all of CNAS's Degree Programs:
      2. TracDat System Administrator Frank L. also should have full access level for all of CNAS's Degree Programs;
      3. Other members should have full access level for only the degree program that she/he is a member of and only partial access level[2] for any other degree program at CNAS.

    B. The Committee passed the proposed TRACDAT ACCESS LEVEL with minor corrections.

VI.   Next Meeting will be scheduled after the TracDat Training Workshop.

VII.   Adjournment: The meeting was adjourned at 1205.

[1]full access level: Inputting, amending, etc. capabilities
[2]Partial access level: Viewing capability only

CNAS Assessment Committee
April 23, 2010 Meeting
Agenda

I.   Call to Order

II.   Approval of minutes for 3/19/10 Meeting

III.   Announcements

        A.   UAC Update

        B.   CNAS Retreat Update

IV.   Old Business and Continuing Business

        A.   CNAS Initial Plans for TracDat:

        1.   Will initially work with Chair of UAC, Ms. Dee LG, to input all of CNAS faculty and their
             access levels (Will use the "TRACDAT ACCESS LEVEL" that we approved at our 3/19/10
             meeting for our members);

        2.   For each degree program at CNAS, need to finalize the following (Need these documents for
             inputting into TracDat):

             a.   Course SLOs;
             b.   Program SLOs;
             c.   CNAS college SLOs (Dean Yudin recommends that our college come up with these
                  our college SLOs);
             d.   5-year Assessment Plans;
             e.   Curricular Mappings from SLOs to PLOs to CNAS SLOs (if available and approved by
                  CNAS) to ILOs (This mapping using TracDat must be coordinated and supervised by
                  Degree Program Faculty);
             f.   Determine expected "success rate" when each assessment stated in IV-A-2d is completed?

        3.   Possible compensation for faculty to assist during the summer with the initial setup of
             TracDat specifically the linking of course SLOs, program PLOs, etc.

V.   New Business

VI.   Open Forum

VII.   Next Meeting?

VIII.   Adjournment

CNAS Assessment Committee
April 23, 2010 Meeting
Minutes

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Grazyna Badowski, Dr. Frank Camacho, Prof. Han Tower Chen, Dr. Anatole Grishin, Dr. Fenglien Lee, Dr. James McConnell, Dr. Hideo Nagahashi, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely, Dr. Maika Vuki.

I.   The meeting was called to order at 1335.

II.   Approval of minutes: The minutes of 3/19/10 approved.

III.   Announcements

    A. UAC Update

        1. UAC is following up on annual assessment reports and asking for CNAS's Degree Program faculties to submit their updates on assessment reports for this AY.

        2. See Section IV-A below.

        3. Chair announced that Dean Yudin wants CNAS to propose our college student learning outcomes (CLOs).

    B. CNAS Retreat Update: Dr. Vuki informed Committee that the retreat is scheduled for April 30, 2010, and the finalized agenda was sent out to faculty; Dean Yudin strongly encouraging all faculty to attend retreat especially the afternoon sessions.

IV.   Old Business and Continuing Business

    A. CNAS Initial Plans for TracDat:

        1. Chair announced that he will initially work with Chair of UAC, Ms. Dee LG, to input all of CNAS faculty and their access levels (Will use the "TRACDAT ACCESS LEVEL" that we approved at our 3/19/10 meeting for our members);

        2. Chair announced that for each degree program at CNAS, we need to finalize the following (Need these documents for inputting into TracDat):

            a. Course SLOs for all CNAS courses;
            b. Program PLOs for all of CNAS's Degree Programs;
            c. Dean Yudin wants us to come up with CNAS's college CLOs;
            d. Finalize all of our Degree Programs 5-year Assessment Plans;
            e. Finalize and possibly amend our Curricular Mappings (CMs) to link SLOs to PLOs to CNAS CLOs (if available and approved by CNAS) to ILOs (This linking for TracDat must be coordinated and supervised by Degree Program Faculties); It was recommended that we amend our CMs similar to the CMs that were presented at the Feb. 5 TracDat-NUV Demo (Math already submitted their amended CM).
            f. Determine benchmarks (expected "success rate") for each of our assessment plans stated in IV-A-2d.

3. Chair announced possible compensation for faculty to assist during the summer with the initial setup of TracDat specifically the linking of course SLOs to program PLOs to CLOs to ILOs.

V. No new business was discussed.

VI. Next Meeting was proposed for 5/7/10 at 1330.

VII. Adjournment: Meeting was adjourned at 1430.

CNAS Assessment Committee
May 7, 2010 Meeting
Agenda

I.   Call to Order

II.   Approval of minutes for 4/23/10 Meeting

III.   Announcements

        A. UAC Update

            1. See attached list for "Submitted 2010 Annual Assessment Progress Report"?
            2. Sample annual assessment progress report from Chemistry (See attached)

        IV. CNAS Retreat Update

V.   Old Business and Continuing Business

        A. TracDat update

            1. List of CNAS Assessment Committee members interested in "TracDat Summer
                Employment" (Must complete input of degree program SLOs, PLOs, long term
                assessment plans, etc. into TracDat by end of summer 2010; Compensation and work
                hours equivalent to teaching one course during summer).

VI.   New Business (For AY 2010-2011)

        A. CNAS Assessment Committee BYLAWS?
        B. CNAS CLOs?

VII.   Open Forum

VIII.   Next Meeting – Beginning of Fall, 2010

IX.   Adjournment

CNAS Assessment Committee
May 7, 2010 Meeting
Minutes

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Alicia Aguon, Dr. Grazyna Badowski, Dr. Frank Camacho, Prof. Han Tower Chen, Dr. Anatole Grishin, Dr. Fenglien Lee, Dr. James McConnell, Dr. Hideo Nagahashi, Dr. Lisa Natividad, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely, Dr. Maika Vuki.

I.   The meeting was called to order at 1339.

II.   Approval of minutes: The minutes of 4/23/10 were approved.

III.   Announcements

        A.   UAC Update

             1.   The Chair distributed a list from UAC of undergraduate degree programs who submitted their 2010 Annual Assessment Progress Report.
             2.   Chair reported that Biology, Chemistry, CS/CIS, and SW submitted their annual reports, and distributed Chemistry's submitted annual assessment progress report as a sample to use for the degree programs that still needs to submit theirs.

        IV. CNAS Retreat Update: CNAS-AAC will provide an update report to CNAS; Faculty asked for SVP Whippy's PP presentation at the Retreat.

    V.   Old Business and Continuing Business

        A.   TracDat update

             1.   Chair asked Committee members who are interested in "TracDat Summer Employment" (Must complete input of degree program SLOs, PLOs, long term assessment plans, etc. into TracDat by end of summer 2010; Compensation and work hours equivalent to teaching one course during summer). The following members volunteered to work on TracDat for summer 2010: Dr. Frank Lee (Committee's TracDat System Administrator and will input CS/CIS documents), Dr. Lisa Natividad (will input SW documents), Dr. Prem Singh (will input AG documents), Dr. Zoltan Szekely (will input Math documents) and Dr. Maika Vuki (will input Chemistry documents).

    VI.   New Business (For AY 2010-2011)

        A.   Chair informed members that Committee should draft BYLAWS for the coming AY, and distributed the approved CNAS-AAC BYLAWS as an example to use.
        B.   Chair brought up that Committee should also develop our college student learning outcomes (CNAS CLOs) for the coming AY.

    VII.   The Chair announced that the next meeting will be in the beginning of Fall, 2010.

    VIII.   Adjournment: The meeting was adjourned at 1423.