California Baptist University
Standing Academic Assessment Committee

Meeting Notes, October 29, 1999


1. Dr. Skubik opened the meeting with prayer.

2. Notes from the September 27th meeting were reviewed. A motion was made to revise paragraph one to indicate that it is understood that the Assessment Committee reports to the Faculty Council, but that clearer guidance is needed to illuminate what “reports to” means. For example, is it correct that the Assessment Committee does not make decisions but sends recommendations to the Faculty Council for approval?

3. A draft of a November Assessment Newsletter was reviewed and all were asked to provide any suggested changes or additions within the next week so the Newsletter could be published and distributed in November.

4. The Student Evaluation of Instruction (SEI) was discussed and it was agreed that it deserves significant attention toward improvement. There are numerous duplications and some significant modification will improve its use. All were asked to take the issue to their departments and divisions for input. A few suggestions include: (1) reduce number of questions, (2) put demographic questions at end, (3) add “What grade do you expect to get in this course?” to the current section of demographic questions for easy computation, (4) separate the questions about the professor from other questions. An additional item for discussion in regard to the SEIs is the possible inclusion of questions about the student’s involvement. Some examples might be taken from a copy of the National Survey of Student Engagement which was provided. All agreed to provide suggestions as soon as they can get any opinions from their departments and divisions.

As an additional item of interest for this issue, Dr. Fagan obtained some collaborative work that has been initiated on behalf of the Council of Christian Colleges and Universities regarding Student Evaluations of Instruction. These pages are attached and may also be helpful as we wrestle with this item.

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5. A brief extract of the results of the collection of Nichols Model documents was provided. Dr. Skubik suggested that this kind of information be put on a Public Folder so that anyone that is interested can view the possibilities. Dr. Skubik also suggested that the draft WASC report as well as results of the recent Senior Survey and similar items also be put on a Public Folder.

6. The last item of discussion was the Faculty Survey. A copy of last year’s was provided to review and make recommendations for change. Some suggested additional items might be suggested qualifications for the new Academic Dean, Governance, Finances, Administration, etc. It was agreed that committee members discuss the survey in their departments and divisions and bring suggestions to Dr. Fagan or Phil Martinez.

7. The next Academic Assessment Committee Meeting will be on **Monday, November 29, 1999 at 10:12 a.m.** in the President’s Conference Room.

NOTE: Agenda and handouts provided at this meeting will be distributed to those not in attendance along with these minutes and the Student Evaluation of Instruction attachment. (B. Howard, C. Tillery, A. Herrity, G. Bernard, A. Stumpf, W. Price)

Committee Members: