California Baptist University
Standing Academic Assessment Committee

Meeting Notes, September 27, 1999


1. Phil Martinez opened the meeting with prayer.

2. The purpose and procedure of the committee was briefly reviewed. It was agreed that the committee needs better identification of its scope and relationship with the VP, Academic Affairs, the Faculty Council, etc. Who does this committee report to, and to whom can it make recommendations?

3. Student Evaluations of Instruction (SEIs) were discussed and it was generally agreed that they need to be one of the committee’s topics of concern for this year. In particular, it was suggested that a more precise description of how a faculty member is evaluated each year. This would include more precise information on the “weight” accorded to the SEIs, peer reviews, other scholarly activities, etc. It was also suggested that when the process begins to search for the replacement for the VP, Academic Affairs, that this issue of clarifying the faculty review process be raised.

4. A brief discussion of the Spring 99 Assessment Newsletter resulted in suggestions to publish a Fall 99 edition and that anyone that had any suggestions of content should provide them to Phil Martinez. He will produce a draft for review at the next Committee meeting.

5. The issue of the difficulty of “business-like” jargon was raised. The Continuous Quality Improvement term itself may be difficult for some faculty to handle because of how it sounds “business-like.” All were asked to try to think of better terminology we could use.

6. A brief discussion of the Nichols model process resulted in a suggestion that this also is likely to be an item of further discussion for this year. If possible, the input of the Nichols documents will be placed on public folders for review. A subordinate issue related to this is to research any issues about sharing information in this way.
7. It was suggested that the Faculty Survey that was administered be redone this Fall. As part of this issue, Faculty Focus Groups would be done again in Spring 2000.

8. It was brought to the Committee’s attention that Kushi Jones in Student Services is working on standardizing the process for how the Academic Divisions can use Student Internships in the local community to enhance their curriculum (and simultaneously improve relations with the community). More information will be provided at a later date.

9. The next Assessment Committee meeting will be on Friday, October 28th at 8:15 a.m. (Location TBA).

Note: Agenda and handouts provided at this meeting will be distributed to those not in attendance along with these minutes. (D. Isaacs, B. Howard, A. Herrity, K. Eades, G. Bernard, A. Stumpf)

NOTE 2: REMINDER: The Assessment Committee has a scheduled meeting with Dr. Nuria Cuevase, one of the WASC Team members, on

Thursday, October 7th, at 9:00 a.m.
in the Lambeth Conference Room

Please be sure to mark your calendar.

Committee Members: