College Assessment Committee Meeting Minutes  
March 28, 2008  
10:00am

In attendance: Milica Markovic, Lynne Onitsuka, Mary-Jane Lee, Kevan Shafizadeh, Ken Sprott

Absent: John Oldenburg, Weide Chang

**Agenda Item: Approve Minutes**
1) Approved  
2) Lynne moved, Milica 2nd

**Agenda Item: Status of Written Review**
1) Should have been completed end of February.  
2) Evaluators do not need to be members of the assessment committee  
   a. Communicate with evaluators for understanding and consistency.  
3) Please complete as soon as possible  
4) CSC  
   a. One completed  
5) CE  
   a. Not completed  
6) ME  
   a. Completed  
7) CpE  
   a. Unknown  
8) EEE  
   a. Completed

**Agenda Item: Status of Analysis of Oral Communication**
1) CSC  
   a. Minimum Criteria: looking to have more than 80% of 3-4 ratings  
   b. Review data of failing criteria  
   c. Analysis completed  
2) EEE  
   a. Review oral communication data today  
3) CE  
   a. Rubrics still waiting to be scanned  
4) ME  
   a. No progress to date.  
5) CpE  
   a. No progress to date.

**Agenda Item: Volunteers needed to work on a rubric for Team Work**
1) Topic tabled until next meeting
Agenda Item: Volunteers needed to work on a rubric for Life-Long Learning

1) Evaluate webinars: Lifelong Learning
   a. Ask student: “Where do you see yourself in 10 years?”
   b. Listen. Collect data.
   c. Develop rubric and enter data (3 data points, ok)
   d. Analysis of rubric qualifies as a direct measure for ABET’s Lifelong Learning
   e. Perhaps only evaluate one question for interview
      i. Where do you see yourself?
         1. Manager, technical position
         2. Don’t know = 1
         3. Graduate school
      ii. Question: Would life status make a difference?
         1. Parent vs single adult
         2. Better question: Where would you like to be in 10 years?
         3. Do you think your education is complete?
      iii. Interesting points to know
         1. How do you plan to keep technically current?
   f. Instead of oral interview, would a written paper be better?
   g. Suggestion: Ask set questions to all students during senior project presentations

2) Recommended that all departments conduct exit interviews this semester.

3) Time requirement – too long?
   a. Use sample of students (20 out of 40)
   b. Spread out the interviews among faculty
   c. Interviewers need to not be intimidating

4) Milica will research the information online

5) Suggested: Ask questions about ethics

6) Action Item:
   a. Rubric for exit interviews
   b. Develop interview questions for ethics
   c. Check with Cici about her industry questions to alumni
   d. Milica will create life-long learning questions
   e. Mary-Jane will create a couple ethics questions

Agenda Item: Finalize OIR request for student retention data

1) Data of interest
   a. Math/Chemistry/Physics courses
   b. Freshman and sophomore students

2) Ask how many failed a specific course and did not return
   a. Specify by major and by college overall

3) If they leave:
a. Where do they go?
b. Do they switch majors?

4) When students change majors:
a. What was the GPA in math/chemistry/physics?

5) Look at the distribution of grades
a. College of ECS students vs. campus
b. Break down by major

6) Goal: When are students dropping out?
a. What were the grades?
b. Which courses did they take?
c. Analyze the last two semesters of data

7) Ask drop out students directly
a. Call students and ask why
   i. Fellow students and staff may be less intimidating that faculty
b. Use a web survey?
c. Send out an email?

8) Does Fast Track help?
a. Fail entry math exam (IAD), go into Fast Track
   i. Pass IAD
      1. What does this prove?
      ii. Enter calculus class
          1. Pass
             a. What does this prove?
          2. Fail
             a. What does this prove?

Agenda Item: Action Items for the next meeting April 11
1) All departments should identify at least one performance criteria (and at most 3) for each Student Learning Outcome they have.
2) What is the right question to ask for the performance criteria?

Modification from last meeting
Note: Recommended that each reviewer read all documents of their department plus one document from a different department.