Assessment Agenda
Thursday October 2, 2008
It will take many hands and much teamwork to write the IR and gather the evidence.
Meeting Agenda

- Report from NCATE Conference
- LiveText offer for no cost trial enrollments this semester.
- Review Goals
  - Fall 2008 Semester
  - 2008-2009 School Year
- Department Status Reports
  - Must have the following:
    - Courses
    - Instructor Names
    - Assessments
    - Rubrics
- LiveText Training Schedule
- Request LiveText Audit Report December 1, 2008 on Fall 2008 data.
- Spring 2009 LiveText implementation plan.
- Other items
Report From NCATE Conference

- Conference materials can be viewed online at:
  - NCATE Accreditation Information Management System (AIMS) website
- Successful programs reward faculty for their work on NCATE.
  - Program reports can count as an article publication for merit consideration.
  - Assessment becomes a way of doing business.
  - Assessment data is used to make programmatic decisions.
  - SPA reports serve as excellent data for Standard #1.
- University of Memphis’ Passing NCATE site.
  - http://coe.memphis.edu/NCATE/
LiveText Needs

- Student Information (SIS)
  - Greg Levitt and Conrad working with Cem Sunata to export data from SIS.

- Course Roster Information
  - To be determined by department.
  - Send to Conrad.

- Course Listing Information
  - Greg Levitt sent out course listing.
  - Please verify if the course information listed in the document are up to date and send to Conrad.
## Goals

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<tr>
<th>Dept.</th>
<th>Fall 2008 Goals</th>
<th>Spring 2009 Goals</th>
<th>Future Goals</th>
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|       | 1. Select courses, assessments, and rubrics. Email to Conrad.  
2. Complete at least two assessments with data inputted into LiveText.  
4. Complete assessment timeline. | 1. Full implementation of LiveText in all programs.  
2. Work with LiveText to generate semester report.  
3. Train key personnel on how to use LiveText.  
4. Key personnel attend NCATE Conference. | 1. Pass NCATE  
2. Use reports for decision making and program assessments.  
3. Implement NCATE recommendations from conferences and LiveText Audits. |

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<th>Fall 2008 Goals</th>
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|         | 1. Import student data for all COE related courses.  
2. Import course rosters.  
3. Import assessment data.  
4. Import course listings.  
5. Offer LiveText training for key personnel.  
6. Work with LiveText to generate semester report.  
7. Complete assessment timeline. | 1. Work with LiveText and UNLV to streamline entry of student data.  
2. Work with LiveText to generate semester report. | 1. Generate reports that are helpful to departments and programs.  
2. Implement NCATE recommendations from conferences and LiveText Audits. |
## Department Status Reports

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LiveText Training
Schedule

- LiveText will be on campus October 6 and 7.
- Training Schedule Monday October 6
  - 8:30 - 10:00  (LiveText personnel)
  - 10:00 11:30 open access and Q & A
  - 11:30 - 1:00  (LiveText personnel)
  - 1:00 - 2:30  (LiveText personnel)
  - 2:30 - 4:00 open access and Q & A
- Tuesday October 7 (in house training)
- LiveText will provide training for faculty on how to:
  - Import assessments and rubrics
  - grade rubrics
  - general use of LiveText as an assessment tool
Attendance

Present: Lisa Bendixen, William Cross, Kathi Ducasse, Jane Kier, Greg Levitt, Cecilia Maldonado-Daniels, Conrad Oh-Young, Mary Elizabeth Spalding, Sherri Strawser

Absent: Joyce Ahn, Shiri Ayvazo, Marilyn Sue Ford, Jeffrey Gelfer, Kendall Hartley, Young Bok Kim, Linda Quinn, Pamela Salazar, Neal Strudler, Doris Watson