Minutes of the Institutional Level Assessment Committee (ILAC)

Friday, December 9, 2005
School of Architecture Conference Room 232
1:00pm-3:00pm

Present
1. Alice Rozier, Co-Chair
2. Diane Hall
3. Harold Henderson
4. Henry Williams, Co-Chair
5. Makola Abdullah
6. Marian Smith
7. Marisa Lewis
8. Nijah Wright
9. Phyllis Watson
10. Reginald Perry
11. Ruth Swan
12. Salah Aziz (representing Reginald Perry)
13. Timothy Wise
14. Uche Ohia
15. Verian Thomas
16. Wei Gu

Absent
1. Angela Thornton
2. Arleen Pabon-Charneco
3. DeAnna Burney
4. Kwadwo Owusu-Aduemiri
5. Lia Chasar
6. Newton Jackson
7. Patrick Johnson
8. Ramon Alexander
9. Sheryl Shivers-Blackwell
10. Yolanda Bogan

The following members were excused:
1. Nathaniel Friends
2. Valencia Matthews
3. Delores Dean
4. Delores Lawson

I. Welcome
The meeting began at 1:11 p.m. with a brief welcome address by Dr. Ohia. She introduced the following new ILAC members: i) Dr. Timothy Wise, the new Associate Vice-President for Student Affairs as the new representative for the Division of Student Affairs and ii) Dr. Makola Abdullah, the new Associate Vice-President for Research will be representing the Division of Research. Committee members introduced themselves for the benefit of the new members. Dr. Ohia elaborated on background information about the Institutional Level Assessment Committee.

II. Minutes and Matters Arising from Minutes
Dr. Williams invited members to review the minutes of the previous ILAC meeting before adoption.

A motion was made by Dr. Aziz and seconded by Dr. Rozier to accept the minutes of the November 30, 2005 meeting as presented.

III. NSSE: Recommendation & Follow-up Action
Referring to the handout, Summary of Recommendations For Addressing NSSE Deficiencies, Dr. Williams asked members to review the NSSE recommendations report and explained that the final draft will go to
the Provost after the ILAC completes its recommendations. He also requested members to suggest more recommendations before Monday's meeting with the Provost. Dr. Williams requested for members to send further recommendations to him via e-mail by 10:00 A.M., Monday, December 10, 2005.

IV. Faculty Assessment of Instruction Instrument
Referring to the handout, Faculty Assessment of Instruction, Dr. Ohia explained the importance of the faculty version of the assessment of instruction instrument. She requested committee members to comment on the draft instrument and suggested that a subcommittee be formed to revise and finalize the instrument.

Dr. Wise enquired about the anonymity of the faculty evaluation and asked what the final expected outcome of this instrument is. Dr. Rozier recommended Dr. Wise to serve as chair of the subcommittee to develop and present to the committee a faculty assessment of instruction that fits the needs of our University. Dr. Wise accepted his nomination to serve as chair of the Faculty Assessment of Instruction Committee. Dr. Rozier, Dr. Abdullah, and Ms. Diane Hall, also, volunteered to serve on the subcommittee.

V. Subcommittees’ Updates
A. Administrator Evaluation: Dr. Aziz asked why the ILAC is developing this instrument. Dr. Ohia responded that, according to the Provost, the ILAC is charged with all development and approval of institutional assessment-related documents such as the Administrator Evaluation Instrument. A follow-up report was tabled until next meeting. Ms. Watson and Dr. Aziz requested to be added as subcommittee volunteers.

B. Assessment Award Criteria: Dr. Williams asked the committee to make assessment award recommendations and to send them to him or Dr. Ohia. Dr. Ohia requested subcommittee volunteers. There were no subcommittee volunteers at this time.

C. Alumni Survey: Dr. Perry explained that his subcommittee is still tweaking the Senior Exit Survey and asked to re-table the progress report for the Alumni Survey for the next meeting.

Dr. Wise stated that there are several alumni surveys available for purchase. He volunteered to report his findings. Dr. Ohia requested a draft of a proposed alumni survey by the next ILAC meeting and asked the subcommittee to consult with Col. Ronald Joe about the information he wants to see in this survey.

VI. Assessment Activities Update & Announcements
A. Spring 2006 Meeting Schedule: Dr. Ohia reviewed the meeting schedule.

B. Spring 2006 Workshop Schedule: Dr. Ohia reviewed the workshop schedule and asked the committee to recommend topics that members think are critical for their respective groups. She also informed members that she is available to have private sessions with departmental groups.

C. Assessment Plans Submissions: Dr. Ohia reviewed the status report as of December 8, 2005. She asked for members to have their departments finalize the “tasks completed” spaces on the form for those that have not been done. She also noted that non-academic units need to step up in assessment plan submittals.

D. Academic Learning Compacts: Dr. Ohia reviewed the status report as prepared by Dr. Wao and asked for members to visit the assessment website to see if their departments ALCs have been uploaded. She elaborated on abbreviations used on the status report, for example, TC means “task complete” and NA means “No Action.”
Dr. Williams expressed that it is essential for the appropriate committees at the departmental levels to use the flow chart as follow-through before submitting the compacts to the Office of University Assessment. All ALCs that go to the Office of University Assessment must get there via appropriate departmental committees. He requested that members have their departments make use of the workshops to become efficient with this ongoing process.

E. *SACS Annual Meeting Presentation*: Dr. Ohia briefed the committee on her recent presentation at the Southern Association of Colleges & Schools (SACS) Annual Meeting in Atlanta, GA. She provided a hand out for members to review and encouraged members to submit papers to present at assessment related conferences for the benefit and image of Florida A&M University. Dr. Aziz recommended a link of our SACS status, after appropriate dean approvals. He asked to see the documentation of the results so that we all can see our good job. Dr. Ohia informed the committee that the Office of University Assessment has the budget and resources to take additional faculty to conferences and that it will be useful to have presentation proposals submitted.

F. *PLAC Meeting Reports*: It was reported that the School of Business and Industry has submitted many meeting minutes.

G. *Results for Fall 2005*: Dr. Ohia stressed that all departments and academic programs should collect data about student performance, analyze the data, and report on the results.

H. *Model Syllabus*: Dr. Ohia asked the committee to review a model syllabus developed by Ms. White in the Music Department. Dr. Williams asked for subcommittee volunteers to develop a “standard” syllabus template that includes an ALC layout for University wide implementation. Dr. Verian Thomas agreed to serve as chair of this subcommittee. Dr. Lewis and Dr. Aziz, also, volunteered to serve on the subcommittee.

VII. **Action Items and Deadlines**

A. Bring “Excellence in Assessment Award” criteria comments to next ILAC meeting on **January 25, 2006**.

B. Prepare and present divisional program level assessment progress reports for next ILAC on **January 25, 2006**.


D. Complete the “summary of results” section of assessment planning forms.

E. Send departmental samples of syllabi showing the inclusion of Academic Learning Compacts to the Office of University Assessment.

F. Send more NSSE recommendations to Dr. Williams by **December 10, 2005**.

VII. **Adjournment**

The meeting was adjourned at 2:20 P.M.

Schedule for the next ILAC meeting is as follows:

**Date**: Wednesday, January 25, 2006

**Place**: FAMU School of Architecture Dean’s Conference Room

**Time**: 2:00 p.m. - 4:00 p.m.