

Minutes – ASC Meeting

September 11, 2002

Present: George Bass, Anna Beard, Susan Bosworth, Joan Gavalier, Katherine Kulick, Harvey Langholtz, David Lutzer, Brooke Maxey, Karen Schwartz, Bob Solomon, Barbara Watkinson

UPDATES: No Discussion Called For

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▪ Assessment was mandated by SCHEV for three areas:

- General Education
- Majors
- Student Services

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▪ Concentration Program Reviews

- Mandated by SCHEV, with the process approved locally by the Faculty of Arts and Sciences.

- Current process for concentration reviews:

- External review team: Two outside reviewers
 - Team assesses the department, and submits a report to the dean's office and the department.
- Internal review team: One faculty member of the department, two faculty members from W&M, but outside the department.
 - Team responds to external review team's report and other assessment material. Provides a university context for the assessment, and submits its response to the Office of Assessment to forward to the department.
- Department being reviewed responds to the reports from the review teams and develops a plan of action based on the assessment.
- ASC meets with the department and the internal review team to discuss assessment results and the assessment process.
- Reports submitted from ASC to the Dean who forwards all assessment material to the Provost's office.

- Last year five departments went through reviews. Status of the reviews:
 - English: This review was still being done under the old review process. Therefore, there is no internal review team. Representatives met with the ASC last semester to discuss their review. ASC has not yet submitted a report to the Dean's office.
 - Biology Economics, Government, Sociology: Internal review team reports to be turned into the Assessment Office by the end of September. External and internal reports will be forwarded to the department. The department's response and action plan are due by the end of October. ASC will then schedule meetings with departments and internal review teams toward the end of the semester.
- This year three departments are scheduled for review: Modern Languages and Literatures, Public Policy, Reves Center (Intern'l Studies/Relations)
 - The reviews of these departments have been suspended for one year due to the following:
 - need to evaluate current process. Get feedback from internal review teams, department faculties, chairs, deans, and others and modify guidelines to enhance effectiveness of concentration assessments/programs reviews.
 - current state budget crisis. There is a freeze on external consultants, an important part of the current assessment process.