

Arts and Sciences Council Faculty Assessment Committee

2011 Annual Report to the Chair of the Arts and Sciences Council

I. Background and History

1. April 8, 2010 - Dean of Academic Affairs of Trinity College Lee Baker and Professor Ruth Day (Chair, Arts and Sciences Council) announced in a meeting of the Arts and Sciences Council the formation of an ad hoc Assessment Committee.
2. May 2010 through December, 2010 - The Assessment Committee was established as an ad hoc committee and worked on developing strategies for supporting the undergraduate assessment efforts of Arts and Sciences departments.
3. January 13, 2011 – Arts and Sciences Council voted to amend its bylaws and created the Faculty Assessment Committee as a standing committee of the Arts and Sciences Council.
4. January 2011 through May 2011 – the committee met six times and developed a plan for carrying out its charge which is described below.

II. Charge

The committee:

1. Serves as a *resource* to departments.
2. *Communicates expectations* for departmental assessment activities.
3. *Promotes the integration* of assessment within department strategic planning.
4. *Reviews* departmental assessment plans and annual assessment reports.
5. *Provides feedback* to departments and the Dean concerning strengths and suggestions for improvement.
6. *Reports back* to the Arts & Sciences Council.

III. Structure and Membership [three-year appointment]

1. A faculty chair (at large), appointed by the Chair of the A&S Council.
2. One faculty representative from each of the three divisions appointed by the Chair of A&S Council.
3. One faculty representative from each of the three divisions appointed by the Dean of Academic Affairs of Trinity College.
4. Three ex officio representatives from A&S Offices of Assessment, Curriculum, and Academic Planning appointed by the Dean of Academic Affairs of Trinity College.
5. The Dean of Academic Affairs of Trinity College [ex officio].

IV. Accomplishments during the 2010 -2011 academic year

1. The committee developed a strategic plan for *supporting and assisting departments* as they work towards strengthening their assessment work.
2. The committee developed a template and a rubric for *reviewing departmental assessment reports*. To calibrate the rubric and to strengthen inter-rater reliability we collaboratively reviewed 5 departmental reports and discussed in detail ways *to strengthen our efforts* to support departments.
3. The committee *gave presentations and updates* on their efforts at meetings of the DUSes, the A&S divisional deans, and the Executive Committee of the Arts and Sciences Council
4. The committee *created “teams” of reviewers* and assigned one of these teams to each of the Arts and Sciences departments that offer majors or minors.
5. The committee began developing a set of resources to serve as a “tool box” for departments. These resources included a handout on “definitions” of assessment terms; a powerpoint overview

of the assessment process; and a visual representation of the timetable and cycle of the assessment process.

6. In May 2011 the committee began *reaching out to departments to provide feedback* on the 2010 departmental assessment reports and to offer assistance and support.
7. The committee developed a *timetable and schedule for reviewing every departmental assessment report* and providing feedback to each department by December 15, 2011.

V. Current Members

Social Sciences

David Rabiner

Kristen Neuschel

Psychology and Neuroscience

History/Thompson Writing Program

Humanities

Edna Andrews

Barbara Dickinson

Linguistics and Slavic Languages

Dance Program

Natural Sciences

Dick MacPhail

Jerry Reiter

Chemistry

Statistics

Ex Officio

Matt Serra

Ingeborg Walther

Lee Willard

Lee Baker

Assessment, Arts and Sciences

Curriculum, Arts and Sciences

Academic Planning, Arts and Sciences

Dean of Academic Affairs of Trinity College, Arts and Sciences

Chair

David Malone

Program in Education

Staff

Bisa Meek / Gail Hignight/ C Lewis, Trinity College, Arts and Sciences