

# Arts and Sciences Council Faculty Assessment Committee

## Annual Report, May 2012

### I. 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].

### 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 and deans.

### III. 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.
5. Fall semester 2011 – the committee reviewed the assessment reports of each department; formed teams and met with every A&S department
6. Spring semester 2012 – the committee provided feedback to A&S deans; discussed ways to strengthen assessment and the work of the committee

### IV. Accomplishments

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 a team to each of the Arts and Sciences departments that offer majors or minors.
5. The committee developed 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 chart 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.
8. The committee *completed the review of the assessment reports* of every A&S department on January 15, 2012;
9. The committee met with and *provided feedback to departments and to deans*.
10. In March and April 2012 the committee held three meetings to *develop timeline and a strategic plan* for supporting departments in the 2012-2013 year.

## V. Current Members

### Social Sciences

David Rabiner	Psychology and Neuroscience
Kristen Neuschel	History/Thompson Writing Program

### Humanities

Edna Andrews	Slavic and Eurasian Studies
Barbara Dickinson	Dance Program

### Natural Sciences

Dick MacPhail	Chemistry
Jerry Reiter	Statistics

### Ex Officio

Matt Serra	Assessment, Arts and Sciences
Ingeborg Walther	Curriculum, Arts and Sciences
Lee Willard	Academic Planning, Arts and Sciences
Lee Baker	Dean of Academic Affairs of Trinity College, Arts and Sciences

### Chair

David Malone	Program in Education
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### Staff

Gloria Taylor Neal / Gail Hignight / Cathy Lewis    Trinity College, Arts and Sciences