

Minutes

University Assessment Council

April 15th, 2016, 9am, Parsons Hall 210

Members Present: Anderson, Arvin, Baker, Ballard, Bernard, Bunnett, Chao, Hampton, Hare, Herrington-Perry, Myers, Pitner, Sare, Tuttle

Members Absent: Ball, Peterson, Powers, Protz, Tuttle

I. Call to Order

Chair Molly Hare called the meeting to order at 9:03 am.

II. Approval of the March 11th Minutes

Hampton moved and Arvin seconded the motion to approve the Minutes. The motion passed unanimously.

III. Draft of the Rubric to Assess the Student Learning Summary Reports

The Coordinator presented the rubric developed to provide programs with specific feedback and suggestions for improvement (as well as to identify contenders for the Provost's Award).

Discussion included Hampton's asking about whether all outcomes will connect to Foundational Studies and Graduate School goals (no). Hare asked for more information about High Impact Practices (a definition was added to the report form). Hampton made suggestions for simplifying the statement about validity in the results section (these were implemented). Discussion also centered on how much information was enough. The bottom line is that the Coordinator wants to see sufficient information in the report itself to thoroughly answer the questions/address the issues. Supplemental information can be provided but should not replace the report itself.

Members also suggested that the engagement section be changed to reflect the reality that all faculty may be involved in some way, but they may not be collecting and analyzing data (done). Finally, members indicated that they preferred the label "Undeveloped" rather than "Unable to Judge." The final categories are "Undeveloped," "Developing," "Mature," and "Exemplary."

Hampton moved and Pitner seconded the motion that the rubric be accepted as amended. The motion passed.

IV. Revised Draft of the Provost's Award for Excellence in Student Learning Assessment

Council members reviewed the revised draft. Discussion included whether programs had to be exemplary in all categories. (No—we will select the highest scoring undergraduate and graduate report in each college.) Any program in Academic Affairs is eligible, including the Library. Other vice presidential areas are encouraged to develop similar award systems.

Pitner Moved and Baker seconded the motion to approve the proposal. The Council approved it unanimously. Herrington-Perry will forward it to Provost Licari. (Note: The Provost approved this item on April 26, 2016.)

V. Drafts of the Learning Outcome Library and Curriculum Map Templates

The Coordinator presented the templates that will be provided to programs that need to create or update their libraries/maps now that we no longer are using Taskstream. Discussion included putting the library in Excel so the Coordinator can analyze results easier.

Baker moved and Chao seconded the motion, which was approved unanimously.

VI. Term Limits for 2016-17 and Beyond

In accordance with our revised Bylaws, the Council established staggered terms for the faculty members and associate deans. (This provision applies to those who are nominated to serve from among a group of their peers, not to those appointed by their supervisors.)

The terms of the following will be staggered:

Faculty:

William Baker
Carrie Ball
Brian Bunnett
Chia-An Chao
Eric Hampton
Molly Hare
Nathan Myers

Associate Deans:

Dennis Ballard
Yasenka Peterson

The following members agreed to serve three-year terms:

Bunnett
Hampton
Myers

The following members agreed to serve two-year terms:

Arvin
Baker
Hare

The following members agreed to serve one-year terms:

Chao (Note: Chao subsequently was replaced by Harder, who will begin a three-year term in fall 2016.)

Note: The Coordinator subsequently learned that the terms of the faculty-at-large members end with their service to the Faculty Senate.

VII. 2016-17 Meeting Schedule

Members agreed to maintain the current Friday/9am routine. The Coordinator will email them the dates and meeting places once they are determined. They also will be posted on the assessment website.

VIII. Updates from Members of the Council

Herrington-Perry noted that the final Q&A session regarding the revised assessment reporting process was held on April the 14th. New questions have surfaced about where to store supporting documents such as departmental meeting minutes, rubrics, detailed results, etc. Right now, the best options are to post them in Blackboard and provide the Coordinator with access, or post them on a website and include the URL in the Student Learning Summary Report. One other new question raised was whether assessment reports were required for certificate programs. While the Higher Learning Commission does require that we assess them, IF their curricula are subsets of existing degree programs that already are being assessed, no reporting is required. Individuals who oversee such programs should notify the Coordinator.

She also noted that the Assessment Leadership Team would be holding its 2016-17 planning meeting on April 22nd. Actions will include finalizing the professional development calendar. Members of the Assessment Council who have additional recommendations for activities/initiatives should share them with the Coordinator.

Last, she thanked council members for a very productive year that included:

- Finalizing and approving the Conceptual Framework and Bylaws.
- Developing a simple, engaging process to report student learning assessment activities.
- Holding training and Q&A sessions to aid the faculty in understanding the new process.
- Creating a Primary Trait Analysis rubric to assess the new reports and provide specific guidance to help a program continue to improve.
- Conducting a campus-wide survey of professional development needs in assessment.
- Using the results to create a calendar of professional development activities for 2016-17.
- Establishing the new Provost's Award for Excellence in Academic Assessment.

IX. Adjournment 9:40.

Have a wonderful summer! See you in the fall!