

Minutes

University Assessment Council September 9th, 2016, 9am, Federal Hall 222

Members Present: Armstrong, Arvin, Baker, Ballard, Bunnett, Dhome, Hampton, Harder, Herrington-Perry, Myers, Peterson, Pitner, Sare

Members Absent: Lutz, Powers

I. Call to Order

Chair Eric Hampton called the meeting to order at 9:00 am.

II. Welcome and Introductions

Chair Hampton introduced the new members: Kirk Armstrong from the College of Health and Human Services (replacing Molly Hare), Joe Harder from the Scott College of Business (replacing Chi-An Chao), and Bhagya Dhome, Graduate Assistant. Additional representatives have been requested from the Faculty Senate, the College of Graduate and Professional Studies, and the Student Government Association.

III. Approval of the April 15th Minutes

Peterson moved and Pitner seconded the motion to approve the Minutes. The motion passed with two abstentions.

IV. Revision of the Council's Bylaws

At the Faculty Senate's request, the bylaws have been revised for clarity, to include a Student Affairs representative on the Leadership Team, and to reinforce the faculty's responsibility for assessment.

Bunnett expressed the concern that the undergraduate student has not attended meetings and wondered if the bylaws should be revised to include a provision for dealing with lack of attendance. After some discussion, council members agreed the Coordinator should contact the supervisor of any member who establishes a pattern of non-attendance to request that they be replaced.

Arvin moved and Peterson seconded the motion to approve the revisions. The document was approved. (See attachment to these Minutes.) It will be forwarded to the Senate for approval. Once it is approved, the Council will implement term limits as planned last April.

V. Professional Development Calendar

In keeping with priorities identified by the spring 2016 survey, the following events have been scheduled in the Faculty Center for Teaching Excellence. Members are encouraged to attend, contribute to, and spread the word about the events. (A sign-up sheet was passed around.)

1. Using Assessment Results to Improve Teaching and Learning (Sept. 12, 1 pm)

2. Writing an Exemplary Student Learning Summary Report (Oct. 11, 10am/April 5, 3pm)
3. Developing and Using Rubrics (Nov. 17th, noon)
4. Using the AAC&U VALUE Rubric to Assess Critical Thinking (Jan. 13th, 10am)
5. Designing/Assessing Critical Thinking Activities (Feb. 23rd, 10am)

VI. Updates from Members of the Council

- Hampton noted that the annual Bayh College Assessment Day will be held next Friday from 8:30a.m. to noon. It will focus on improving assessment systems in the larger context of implementing best practices.
- Pitner noted that Student Success units are developing assessment plans.
- Bunnett noted that the Public Services Department of Cunningham Memorial Library was approved to receive a \$500 assessment grant that will be used to bring experts to campus to share best practices in library assessment. Funds are contingent on the department securing a commitment from external presenters.
- Harder will attend the AACSB “AOL1” seminar in October and report back to the Council.
- Sare noted that Student Affairs unit directors participated in an assessment culture survey administered by Sam Houston State University. Results will serve as a baseline against which to measure future assessment activities.

VII. Updates from the Assessment Coordinator

- Council members were provided with a copy of the Assessment Leadership Team and Assessment Council’s *Annual Report*, whose contents are specified by the Council’s bylaws. The report is attached.
- The Provost approved the Council’s proposal for the Provost’s Award for Excellence in Student Learning Assessment. Eligible programs will be contacted in October.
- ISU completed its HLC Assessment Academy obligations over the summer. The Academy Team (Ballard, Fischer, Hare, Herrington-Perry, Powers) developed a plan to ensure that key Foundational Studies learning goals will be directly and systematically assessed on a four-year cycle. As part of this system, the Assessment Council will be trained to use the AAC&U VALUE rubrics and assess artifacts collected from Foundational Studies courses each spring (five samples per instructor).
- Future meetings of the Assessment Council will focus on the results of the Student Learning Summary Reports (October), the National Survey of Student Engagement (November), and the AAC&U Critical Thinking Rubric (January).

VIII. Other Business

Peterson expressed concern with the lack of a requirement for interim reporting on assessment progress. Harder described how the Scott College of Business’s assessment committee (SLAC) supports continuous attention to student learning assessment: At the beginning of the fall semester, its members identify assessment-related concerns, follow up on previous reports, and establish a timeline for completion; the committee meets again in the spring to assess progress. Hampton noted the possibility of implementing an interim “checkup” report or reminder. This issue will be revisited at subsequent Assessment Leadership Team and Assessment Council meetings.

IX. Adjournment

The meeting adjourned at 9:51am.

Year in Review: Assessment Council/Assessment Leadership Team May 3, 2016

Members:

The 2015-16 members of the Assessment Council are shown below. Names marked with an asterisk also were members of the Assessment Leadership Team, the council's executive committee. Dr. Molly Hare served as the chair of the Assessment Council.

- *Dr. Nathan Myers, College of Arts and Sciences
- *Dr. Chia-An Chao, Scott College of Business (spring); Dr. Sandeep Bhowmick (fall)
- *Dr. Eric Hampton, Bayh College of Education
- *Dr. Molly K. Hare, College of Nursing, Health, and Human Services
- *Dr. William Baker, College of Technology
- Dr. Elaina Tuttle, College of Graduate and Professional Studies
- Mr. Brian Bunnett, At-Large Faculty
- Dr. Carrie Ball, At-Large Faculty
- *Ms. Shelley D. Arvin, Cunningham Memorial Library
- Dr. Dennis Ballard, Associate Deans
- Dr. Yasenka Peterson, Associate Deans
- Ms. Brandy Protz, Undergraduate Student Representative (Did not attend)
- Ms. Brittany Bernard, Graduate Student Representative
- Mr. John Sare, Student Affairs (spring); Mr. John Lentz (fall)
- Mr. Alex Pitner, Student Success
- Ms. Carrie Anderson, Enrollment Services
- *Dr. Susan Powers, Academic Affairs
- *Dr. Mary Herrington-Perry, Assessment and Accreditation Coordinator

*Dr. Lynn Maurer represented the College of Graduate and Professional Studies on the Assessment Leadership Team, though she is not a member of the Assessment Council.

Meetings:

The Assessment Leadership Team met on the first and third Fridays of each month, August through April; the Assessment Council met on the second Friday of each month, September through April. Neither group met in December.

Attendance:

Despite repeated reminders, the undergraduate student member did not attend a single meeting of the Assessment Council. Otherwise, there were no egregious patterns of absence, and a quorum was present to conduct council's business.

Key Accomplishments:

1. Revision of the Bylaws and *Conceptual Framework* to create two separate documents: The former details the Assessment Council's representation, election procedures, and operating processes and will be included in the University *Handbook*; the latter identifies the council's guiding principles and the assessment-related roles and responsibilities of all university constituencies
2. Implementation of a new student learning assessment reporting system that:
 - a. Is simple. It requires units to create a brief annual summary of their assessment plan and progress and submit it to their dean/associate dean electronically. (A template and examples were provided.)
 - b. Includes feedback designed to recognize good work and encourage continuous improvement.
 - c. Is transparent. All summaries will be posted online so that they will be accessible to internal and external constituents.
 - d. Requires no special software or technical skills.
 - e. Is cost efficient, saving ISU more than \$26,000 per year (the cost of Taskstream).
 - f. Meets Higher Learning Commission requirements for student learning assessment.
3. Development of a rubric that relies on primary trait analysis to identify the components of a high quality assessment report. The coordinator will use the rubric to assess the 150+ reports so that each program receives detailed feedback designed to recognize good work and provide directions for improvement.
4. Development and administration of a survey of assessment-related professional development needs. More than 300 individuals responded to the survey.
5. Creation of a 2016-17 professional development calendar based on survey respondents' priorities:
 - a. Simplifying assessment
 - b. Designing and assessing critical thinking assignments
 - c. Using assessment results to improve my teaching
 - d. Developing and using rubrics
 - e. Learning more about assessment in my discipline/area
6. Development of ISU's first Provost's Award for Excellence in Student Learning Assessment & Improvement. Provost Licari approved the proposal on April 26, 2016.
7. Completion of a 2016-17 plan of work that includes the following key items:
 - a. Revising the Council's Bylaws in accordance with recommendations from the Faculty Senate Executive Committee: Adding a non-academic member to the Assessment Leadership Team; retaining the statement that "the ultimate responsibility for assessment of academic programs belongs to the faculty, and the responsibility for

- the assessment of non-academic programs resides with the administrators and managers”; and refining the document for consistency.
- b. Delivering the professional development activities included on the 2016-17 calendar.
 - c. Providing input on the *Report on Student Learning Assessment at ISU* that the Coordinator will write after evaluating the Student Learning Summary Reports.
 - d. Developing recommendations to support and improve student learning assessment based on item 7c.
 - e. Assisting University College to assess Foundational Studies by training council members to use the AAC&U VALUE rubrics.
 - f. Ensuring that every member is engaged in council activities by facilitating or presenting at least one of the professional development activities included on the 2016-17 calendar; scoring student artifacts for University College; and/or assisting the Coordinator with the development of an Assessment 101 course in Blackboard.
8. Electing Dr. Molly Hare as Chair of the Assessment Council for 2016-17.

Summary

This has been a very productive year for the Assessment Leadership Team and the Assessment Council. We have made significant progress, and we have a plan in place to continue our progress in 2016-17.

Bylaws of the University Assessment Council (Approved 10.16.15)

Revised 9.2.16

Current

270.10 Assessment Council. Recognizing the need for organized and ongoing assessment of student academic achievement, Indiana State University (ISU) has developed and adopted an assessment plan. The ultimate responsibility for academic assessment belongs to the faculty; the responsibility for assessment of non-academic units resides with the administrators and managers. The Assessment Council is charged with the responsibility of developing, monitoring and guiding the ongoing institutional assessment activities to assure a process of continuous improvement exists with the ultimate goal of improving learning and student support services.

270.10.1 Membership.

The Assessment Council will be composed of 20 members. An eight-member core leadership team will serve as the executive group to provide general leadership to the Council as well as support and facilitate the work of the larger Council membership. The members of the Assessment Council will be appointed as follows: Five (5) Faculty representatives appointed by each College; two (2) faculty-at-large appointed by Faculty Senate; One (1) Library representative; the Associate Vice President of Academic Affairs; the Director of Institutional Research and Assessment; two (2) Associate Deans, which will be subject to annual rotation with 2 year renewable, staggered terms; two (2) student representatives, one undergraduate and one graduate student, both to be appointed by the Student Government Association, two (2) representatives from Student Affairs; one (1) representative from Business Affairs; one (1) representative from Enrollment Management; one (1) representative from Graduate and Professional Studies; and one (1) assessment coordinator, which shall be an ex-officio representative with a speaking role.

Proposed

Assessment Council.

270.10 Purpose. The mission of the University Assessment Council is to guide and support assessment activities that improve student learning and student support services and promote the continuous improvement of the university's programs. The Council is charged with identifying assessment issues, developing policy recommendations, facilitating and monitoring assessment activities, and promoting the adoption of best practices in assessment. It undertakes these responsibilities in recognition that the ultimate responsibility for academic assessment belongs to the faculty.

270.10.1 Membership and Nomination.

The Assessment Council will be composed of ~~20~~ 18 members who will meet monthly. A ~~ten~~ member leadership team will serve as the executive group to provide general leadership to the Council as well as support and facilitate the work of the larger Council. The members of the Assessment Council will be appointed as follows:

- five faculty representatives, one appointed by the deans of each academic college;
- two faculty-at-large, appointed by Faculty Senate;
- one Library representative, appointed by the Dean of Library Services;
- ~~the Director of Institutional Research and Assessment;~~
- two Associate Deans, appointed by the Council of Deans ~~which will be subject to annual rotation with 2-year renewable, staggered terms;~~
- one representative from the College of Graduate and Professional Studies, appointed by the dean;
- ~~Two (2)~~ one representative from Student Affairs, appointed by the Vice President;
- one representative from ~~Business Affairs~~ Student Success, appointed by the **Provost**;
- one representative from Enrollment

Management, appointed by the Vice President;

- two student representatives, one undergraduate and one graduate student, appointed by the Student Government Association;
- the Associate Vice President of Academic Affairs; and
- the Coordinator of Assessment and Accreditation.

270.10.1.1 Core Leadership Team. The following members of the Assessment Council will be members of the Core Leadership Team: The five (5) faculty members appointed from each College; the Library representative; the Associate Vice President for Academic Affairs; and the Director of Institutional Research and Assessment.

270.10.1.1 Core Assessment Leadership Team. The following members of the Assessment Council will be members of the Assessment Leadership Team: The five (5) faculty members appointed from the Colleges; the Library representative; the Graduate College representative; the Associate Vice President for Academic Affairs; the Student Affairs representative; and the Coordinator of Assessment and Accreditation. The Assessment Leadership Team meets twice monthly.

270.10.1.2 Terms of Office. Faculty and administrators will serve staggered, three-year terms, except that the at-large faculty members' terms will correspond to the length of their service on the Faculty Senate. Those who have completed one term of service may be eligible to be nominated for a second three-year term. Students serve one-year terms and are eligible to be nominated for additional terms as long as they retain full-time status. Terms run July 1 through June 30.

270.10.1.3 Voting. All members of the committee have voting rights.

270.10.1.4 Leadership and Oversight. Members of the Assessment Leadership Team will select a chair and vice chair annually. The Committee reports to the President through the Provost and will provide them with an annual report of its meetings, attendance of members, agendas, and matters acted upon by June 30th of each year.