

ALT Meeting

Jan. 8, 2016

Rankin Hall 245

9 AM

Members in Attendance: Shelley Arvin, Molly Hare, Chia-An Chao, Eric Hampton, Mary Herrington-Perry, Lynn Maurer, Nathan Myers

I. Introductions

II. Previous grant request from the Department of Economics to purchase exams was withdrawn. The group had previously asked Economics whether this would be one-time purchase or a recurring one. The chair did not believe the department could reframe the request to better match the grant guidelines.

III. Assessment Needs Survey

A question was as to whom to send the Qualtrics survey regarding Assessment Day or a replacement activity: faculty, staff, etc.? There was a discussion of using/modifying distribution lists.

A point was made that the email with the survey link will only be sent out twice to the global list, so we must carefully choose which days to target. Hampton suggested consulting Susan Powers on the distribution questions.

Maurer suggested targeting chairs and program directors.

Individuals can resend the email with the survey link to other people.

A monetary award will be given to two randomly selected departments where at least one member completed the survey. This award will pay for food for a department meeting to discuss assessment. Awards will go to one academic and one non-academic department. It will be up to \$250 for each.

IV. Revised assessment plan process

No programs will be excused from completing an assessment report because of other accreditation reports. Conversation indicated that departments/programs that do other accreditation assessment should be able to complete the report in a reasonable amount of time.

The group reviewed the new Student Learning Summary form. There were questions about differences between the new and old systems in regard to personnel and programs.

Key differences: no Task Stream and one report at end of year as opposed to three at different times. Programs send reports to their dean and the dean forwards them to the assessment coordinator. The coordinator provides feedback.

Graduate programs should use form for graduate program internal reviews to preclude multiple reviews forms Graduate programs need to align their outcomes with the graduate college's learning outcomes. Programs should indicate in parentheses which graduate outcome each outcome in the report aligns with.

All outcomes do not need to be listed on each report. Outcomes library lists all of the outcomes. Current outcome library is a PDF and cannot be manipulated.

Concern was expressed that people have a tendency to change Word documents. Assessment coordinator would return forms that were unsatisfactorily altered.

Assessment coordinator's summary reports for graduate programs could be sent to graduate dean.

The idea of making the process simpler and providing an example of an assessment report is helpful. The group does not foresee any problems with the new system that do not already exist in the old system, but the new system offers a number of improvements.

New form is seen as a major improvement over Task Stream.

Looking at the Student Learning Summary Form, it was suggested that it needs to be made clear in column e. that both questions need to be answered. Need to number each question to differentiate them. Also change "department" to "program faculty."

There was a question about results and how they are reported. In notes for d. they are provided an example and given notes. A template is included (provide % of people meeting the benchmarks). "For example, XX% of X number of students meeting benchmark standards." Benchmarks will vary based on programs and accreditation standards.

Are grades acceptable as a measurement? No, but it is possible to create a grading system that relates back to outcomes that are pursued. In the context of a set of larger goals, there is nothing wrong with using grades.

Programs can go beyond the required assessment measures, but it is encouraged to keep it manageable.

It was advised that the questions in column b. be numbered.

There were questions about column c. in the form. What is the threshold for doing well on the outcome? Include in chart that people should refer to notes for clarification.

There was consensus to keep the table simple to prevent people from thinking it is more work than it is.

Take out clarification added to d. since it is in the notes.

There was a consensus decision not to provide specific formatting guidelines for Part II of the form. Need to change draft date on the form.

Plans and reports will be posted on-line. Cover letter will be provided to programs. Roll-out will involve meetings and other communication efforts. Sessions will be held in the Center for Teaching Excellence to answer questions. Assessment council members will spread the word.

First report will be June 1. The administration will need to establish a moratorium for task stream. Some programs will need to establish outcomes libraries. Mary and others will work with the software company to figure out the best way to export documents from Task Stream in an efficient manner.

Reports will be due to Deans by June 1. They will be due to Assessment Coordinator by June 15. Deans could set earlier dates if they like. Chairs/program directors are expected to do the assessment work after the semester is over. Other faculty may no longer be present. Information could be shared with faculty in the fall. Everyone's plans will be available to everyone else through a web site. People can get ideas from their colleagues on how to improve.

A new web site will need to be set up for the dissemination of the assessment findings. A graduate assistant may be available from the graduate college.

The team reviewed the cover letter for the new streamlined assessment report. There was consensus that the letter serves its purpose well.

Council vote on new assessment reporting will take place on Friday, January 15. The agenda will be the Survey and streamlining form.

Question was raised as to whether the ALT should meet on the 22nd. The team will meet if the plan is approved. The ALT needs to start scheduling training sessions for the new reporting system. Work on shared language regarding assessment terms.

The Graduate Dean will ask for special feedback on the survey from the Graduate Council.

Meeting adjourned at 9:55 AM