

Assessment Leadership Team Minutes

9 a.m., September 2nd, 2016, Rankin Hall Conference Room 245

Chair: Shelley Arvin
Recorder: Mary Herrington-Perry
Timekeeper: Eric Hampton

Members Present: Armstrong, Arvin, Chao, Dhome, Hampton, Herrington-Perry, Maurer, Sare
Members Absent: Baker, Myers, Powers

1. Welcome back/new members and new chair(s)

New members this year are Graduate Assistant Bhagya Dhome; Scott College of Business representative Joe Harder; and Student Affairs representative John Sare. The Coordinator has requested that Student Government name an undergraduate student representative, that Faculty Senate name an at-large faculty representative, and that the Dean of the College of Graduate and Professional Studies name a representative.

Because Molly Hare is the interim Director of the Faculty Center for Teaching Excellence, Eric Hampton will assume chair responsibilities for the fall semester, and Shelley Arvin will do so in the spring.

2. Review of the minutes

Sare moved and Arvin seconded the motion to approve the 4.22.16 minutes. The motion passed unanimously.

3. Library grant request

Arvin provided the context for and a summary of the assessment grant proposal prepared by the Public Services department of Cunningham Memorial Library, emphasizing that it was important for library staff to learn how other libraries are conducting assessments. Herrington-Perry moved and Chao seconded the motion to approve the request for \$500, contingent on the department securing commitments from proposed presenters. The motion passed with one abstention (Arvin).

4. Coordinator's report

- The Annual Report was completed and submitted to the Provost, as required by the Council's bylaws. (See attachment.)
- The Assessment Council's by-laws were revised to address concerns raised by the Faculty Senate last spring. Members accepted the bylaws as revised. (See attachment.)
- ISU has completed its responsibilities for the Higher Learning Commission Assessment Academy. As part of this project, Foundational Studies assessment will be conducted on a regular cycle, with faculty providing student artifacts in the fall and members of the Assessment Council assessing them in the spring.
- The professional development calendar has been finalized for 2016-17:
 - i. Using Assessment Results to Improve Teaching and Learning (Sept. 12, 1 pm)
 - ii. Writing an Exemplary Student Learning Summary Report (Oct. 11, 10am/April 5, 3pm)
 - iii. Developing and Using Rubrics (Nov. 17th, noon) *Presenters still needed.*

- iv. Using the AAC&U VALUE Rubric to Assess Critical Thinking (Jan. 13th, 10am)
 - v. Designing/Assessing Critical Thinking Activities (Feb. 23rd, 10am) *Presenters still needed.*
- To date, the Coordinator had received and evaluated 102 Student Learning Summary Reports. She will provide a full report at the October Assessment Council meeting.

5. September 9th Assessment Council meeting agenda

Members agreed that items 1-5 above would serve as the agenda for the Assessment Council's September meeting.

6. Adjournment

The meeting adjourned at 10am. The Council will meet next on September 24th. Interim communication will occur via email.

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. Ysenka 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.