

Minutes

University Assessment Council

9 am, September 8, 2017, Federal Hall (College of Business), Room 222

Members Present: Armstrong, Arvin, Dhome, Donlan, Harder, Herrington-Perry, Lawson, Lutz, Johnson, Myers, Nichols, Shin

Members Absent: Baker, Ballard, Bunnett, Paterson, Peterson, Powers, Sare

I. Welcome

Chair Shelley Arvin convened the meeting and welcomed new members: Dr. Ryan Donlan (Bayh College of Education), Mr. Jason Johnson (Student Success), Mr. Wyatt Lawson (Undergraduate Students), Dr. Cat Paterson (University College), and Dr. Jacqueline Shin (Graduate and Professional Education). Council members introduced themselves.

II. Review and Approval of the April 14th Minutes

The minutes were approved unanimously.

III. Implementation of Approved Term Limits for Council Members

Council bylaws recently approved by the Board of Trustees enact three-year term limits for faculty and administrators. Herrington-Perry shared a draft of current terms. Ballard and Myers will provide updates as soon as possible. (Note: Each current member's term of service is attached to these minutes.)

IV. Review and Discussion of the 2017-18 Plan of Work

Members reviewed the Plan of Work drafted by the Assessment Leadership Team (and included with these minutes). They approved it unanimously.

V. Discussion of Combining Student Learning Summary Reports and Student Success Plans

Given that "student success" includes student learning as well as retention and completion, discussions are occurring about the potential to combine the two reports. The first step will occur this fall, as departments are encouraged to include information about students' achievement of learning outcomes in their Student Success Plan Updates. Donlan noted that the idea of combining the reports would be well received, but that the due date would need to serve both those who create the reports and those who assess them.

VI. Updates from Council Members

- Arvin reported on the assessment workshops provided by Andrew Asher, Indiana University's assessment librarian, and supported in part by an

assessment grant. The August 14th event included sessions on IU's library assessment plan and practices, space mapping and usage, and ethnographic methods and interviewing. Asher offered simple, inexpensive ways to get data.

- Kirk Armstrong reported on his new role as co-chair (with Josh Powers) of Higher Learning Commission (HLC) Criteria 3 and 4 Subcommittee. Members include representatives from the Assessment Council, Foundational Studies, and the Co-Curricular Area. The group's first meeting is September 8th. The plan is to begin identifying and collecting needed information well in advance of the date by which it must be submitted to the HLC.
- In John Sare's absence, Herrington-Perry offered his update on assessment in Student Affairs: "Our data collection is complete. Blue Reports have been updated to reflect a broader range of data on Student Affairs program attendees (under the co-curricular tab). That data has been compiled and is under internal review; it will be submitted for IRB approval. Finally, the compiled data will be presented in a hard copy report with the help of Marketing and Communication later this fall."
- Other
 - Shin asked for more information about the artifact repository. Members engaged in conversation about existing repositories on campus and offered suggestions on the development and maintenance of an institutional repository. Arvin will seek additional information from the Office of Information Technology and others, and then convene a committee of interested persons to draft a proposal for this initiative.
 - Johnson suggested that the Council consider developing an institutional assessment calendar that would detail campus-wide activities. The Council will continue this discussion as its next meeting.

VII. Coordinator's Report

- Council meetings continue to be held on the second Friday of the month, on September 8, October 13, November 10, December 8, January 12, February 9, March 9, and April 13. Meeting dates are posted on the Assessment website.
- The Council's bylaws were approved by the Board of Trustees at its May 17th meeting.
- Both Kirk Armstrong and the Assessment Coordinator were trained by the AAC&U to assess student artifacts for quantitative literacy, and they each scored a hundred artifacts this summer. A recurring problem with artifacts submitted by other institutions was that they did not meet the dimensions of the AAC&U rubric: Many focused simply on solving for X, rather than on using calculations, tables, graphs, etc. to support an argument.
- The Coordinator already has begun offering professional development activities, including an assessment workshop for new program chairs and a course assessment module for the new Master Teacher program. She also noted that she is holding office hours in the FCTE at 9am on Thursdays and at 11am on Fridays.

- 2016-17 Student Learning Summary Reports are not yet available for many programs. The Coordinator will be contacting the appropriate associate deans about the missing reports.

VIII. Adjournment

The meeting adjourned at 9:45 am. Our next meeting will be at 9am on Friday, October 13th in Federal Hall 222.

2017-18 Plan of Work

1. Implementing the 2017-18 Professional Development Calendar

1. Writing an effective survey
2. Conducting a focus group
3. Motivating faculty to participate in assessment
4. Providing real evidence of student learning (panel presentation with representatives from each college; separate panel for Student Affairs and other co-curricular areas)
5. Transparent Assignments
6. Assessing Student Learning in Your Course(s)
7. What New Faculty Need to Know About Student Learning Assessment
8. Critical Thinking and ISU Students: What the Data Tell
9. Student Learning Assessment and the 2020-21 HLC visit
10. Presentations from the 2015-16 winners of the Provost's Assessment Awards (BS in Accounting and the EdS in School Psychology)
11. How to Write an Exemplary Student Learning Report

2. Developing a process to assess quantitative literacy

In 2017-18, the Assessment Council and the University College Council need to assess Foundational Studies students' quantitative literacy skills. Whether or not we decide to use the AAC&U VALUE rubric, a key part of our work will be to identify appropriate QL assignments for assessment.

3. Supporting HLC assessment readiness, with a special focus on

1. Ensuring that the assessment cycle is completed—i.e., set learning goals, map learning opportunities, assess, analyze results, use actionable data for improvement.
2. Assessing co-curricular activities

4. Developing a student artifact bank

Placing assessment artifacts in a single repository to which key individuals have access would simplify the collection process and increase experts' ability to assess learning outcomes across the curriculum/co-curriculum. Members of the Assessment Council will be invited to join a subcommittee that will be charged with outlining procedures and processes.

5. Selecting the 2016-17 Provost's Assessment Awardees

Early in spring 2018, a three-person subcommittee will be convened to select the undergraduate and graduate programs that will earn the provost's award, which includes a \$2500 stipend.

6. Assessing the State of Assessment at ISU

Herrington-Perry will deliver a report based on the results of the 2016-17 Student Learning Summary Reports and the Multi-State Collaborative.

7. Other items as required

Current Terms of Office

Dr. Kirk Armstrong (Fall 2016-Spring 2020)
Ms. Shelley Arvin (Fall 2014-Spring 2018)
Dr. William Baker (Fall 2017-Spring 2021)
Dr. Dennis Ballard (Fall 2017-Spring 2021) ???
Mr. Brian Bunnnett (Spring 2015-Spring 2018)
Dr. Ryan Donlan (Fall 2017-Spring 2021)
Dr. Joe Harder (Fall 2016-Spring 2020)
Mr. Jason Johnson (Fall 2017-Spring 2021)
Ms. Carrie Lutz (Fall 2014-Spring 2018)
Dr. Lynn Maurer (Fall 2016-Spring 2020)
Dr. Nathan Myers (Fall 2017-Spring 2021) ???
Dr. David Nichols (Spring 2017-Spring 2020)
Dr. Cat Paterson (Fall 2017-Spring 2021)
Dr. Yasenka Peterson (Fall 2014-Spring 2018)
Mr. John Sare (Spring 2016-Spring 2019)
Dr. Jacqueline Shin (Fall 2017-Spring 2021)