

Minutes

University Assessment Council

9am, October 13th, 2017, Federal Hall (College of Business), Room 222

Members Present: Armstrong, Arvin, Baker, Ballard, Bunnett, Dhome, Harder, Herrington-Perry, Lawson, Lutz, Johnson, Sare

Members Absent: Donlan, Myers, Nichols, Paterson, Peterson, Powers, Shin

Guest: Nicole Bailey, Executive Director of Student Success Innovation

I. Welcome

Chair Shelley Arvin convened the meeting at 9:02 am.

II. Review and Approval of the September 8th Minutes

Sare moved and Armstrong seconded the motion to approve the minutes. They were approved with two abstentions.

III. Review and Approval of the 2016-17 Annual Report

Herrington-Perry shared a draft of the Annual Report, which is required by Council Bylaws. Harder moved and Armstrong seconded the motion to approve the report. The motion passed unanimously. (The report is appended to these minutes.)

IV. Development of an Institutional Assessment Calendar

Members discussed the potential development of an institutional assessment calendar to identify and promote campus-wide activities and help units plan activities so that they avoid duplication and survey fatigue. Members agreed to seek information from their units/colleges about the dates of/deadlines for six key assessment-related activities:

1. Key Assessment Events (college/unit assessment day, assessment retreat, etc.)
2. Assessment Committee Meetings (college/unit)
3. Assessment-Related Professional Development Activities (presentations, workshops, webinars, panels, off-campus conferences ISU employees will attend, etc.)
4. Assessment Report/Document Due Dates (Provost's Assessment Award Applications, Student Learning Summary Reports, Success Reports, etc.)
5. Key Accreditation Events (i.e., campus visits)
6. Surveys (institution-wide and unit)

Members were asked to email their lists to the Coordinator by October 27th. She will compile the lists and share them with the Assessment Leadership Team for review and refinement.

V. Chair's Report

Arvin offered an update on the student artifact repository project. After conducting preliminary research on best practices, technical requirements (design, system to be used, storage needed, security required, etc.), management of the repository, and so on, she developed a Project Plan that she shared with the Council. Joe Harder has volunteered to provide advice on the project's design.

VI. Update on Writing-Across-the-Sycamore Community (WASC) Project

Nicole Bailey, Executive Director of Student Success Innovation, provided an update on this project.

The first phase of the project began with an audit of writing activities at ISU. The WASC task force collected and scored artifacts from classes as well as resumes and cover letters from the Career Center. Members conducted focus groups with faculty and students. They also examined NSSE results and SAT scores and surveyed employers about ISU graduates' writing. They learned that writing is not assigned consistently across the curriculum (some write as freshmen and not again until they are seniors), that faculty are assigning less writing as classes get bigger, and that some students don't feel the writing they do in the classroom reflects the kind of writing they will do in their careers. One recommendation stemming from the audit calls on each department to create its own writing plan.

The implementation phase now has begun. University funding will be used to develop a writing certificate program that will be offered through the FCTE. Bailey also is holding office hours in the FCTE on Tuesdays and Wednesdays.

Bunnett asked what the data show. Bailey indicated that SAT scores show students are underprepared, but NSSE results suggest they are confident writers even if they aren't strong writers. She also noted that students don't necessarily translate the writing skills they learn to informal settings such as writing emails or contributing to class discussion boards. Harder noted that his college adopted a common writing rubric to ensure that expectations were consistent across all programs.

VII. Coordinator's Report

- At this time, 75% (107) of the (142) 2016-17 SLSRs have been submitted, and the Coordinator is in the process of evaluating them. Her goal is to have them completed before the end of the semester. She also noted that the Provost would be withholding travel money from programs that have not submitted their SLSRs.
- The Coordinator has developed a new online tutorial, [Assessing Learning in Your ISU Course](#). Members were encouraged to share this link with their colleagues.
- Dr. Chris Fischer and the Assessment Coordinator will be presenting the results of last spring's critical thinking assessment projects to the University College Council next week. ISU student artifacts earned an average rating of 2.3 (N=50) on those assessed by Council members; they earned an average rating of 1.84 (N=73) on those submitted to the Multi-State Collaborative and assessed by scorers hired by the AAC&U.
- The Assessment Council will be collaborating with University College Council on a project to assess quantitative literacy in Foundational Studies. Chris Fischer has contacted Foundational Studies instructors to determine who requires students to complete an assignment that can most appropriately be assessed via AAC&U's quantitative literacy rubric. If too few artifacts are available, an alternate rubric may be sought.

- The HLC requires that we also assess student learning in *co-curricular* programs. The Coordinator noted that there is an institutional requirement that non-academic programs assess their units/the students they serve, but it has not been enforced for some time. The President's Cabinet will be having a discussion about how to ensure that it is.
- The "Upcoming Events" section below identifies the assessment-related professional development activities that have been scheduled for 2017-18. The Coordinator requested that members share this list with their colleagues. The events are advertised in the university calendar, on the FCTE website, and in the "Teaching Tuesday" Newsletter, but Herrington-Perry also will send the list to program chairs.
- Last, LEAP Indiana, a collaboration led by faculty from Indiana higher education institutions that is focused on promoting inclusive excellence in undergraduate education, seeks an individual to serve as a **LEAP Indiana Faculty Fellow** with a focus on assessment. Faculty fellows will receive \$4000 for project work completed between November 2017 and May 2018. If you or a colleague is interested in applying, please contact Molly Hare in the FCTE. The deadline is November 1.

VIII. Updates from Council Members

John Sare reported that Student Affairs has collected survey data from 2016-17 and has completed a composite survey report. He is confident that his area will meet HLC requirements and offered to assist other co-curricular areas in developing their assessment programs.

IX. Adjournment

The meeting adjourned at 10am. Our next meeting will be at 9 am on Friday, November 10th, in Federal Hall 222.

Annual Report

Of the Assessment Leadership Team, The Assessment Council, and the Office of Assessment and Accreditation

September 15, 2017

I. Members:

The 2016-17 members of the Assessment Council are shown below. Members whose names are marked with an asterisk also served on the Assessment Leadership Team, the council's executive committee. Dr. Eric Hampton served as the chair of the Assessment Council in the fall semester, and Ms. Shelley Arvin took over the role in the spring.

Ms. Sarah Anderson, Undergraduate Students
*Dr. Kirk Armstong, College of Health and Human Services
*Dr. William Baker, College of Technology
Dr. Dennis Ballard, Associate Deans
*Ms. Shelley Arvin, Cunningham Memorial Library
Mr. Brian Bunnett, At-Large Faculty
Ms. Bhagya Dhome, Graduate Students
*Dr. Eric Hampton (fall) and Dr. Amy French (spring), Bayh College of Education
*Dr. Joe Harder, Scott College of Business
*Dr. Mary Herrington-Perry, Assessment and Accreditation
Ms. Carrie Lutz, Enrollment Services
*Dr. Lynn Maurer, College of Graduate and Professional Studies
*Dr. Nathan Myers, College of Arts and Sciences
Dr. Dave Nichols, At-Large Faculty
Dr. Yasenka Peterson, Associate Deans
Mr. Alex Pitner, Student Success
*Dr. Susan Powers, Academic Affairs
*Mr. John Sare, Student Affairs

II. Meetings:

The Assessment Leadership Team met on the first and third Fridays of each month, as needed, September through May; the Assessment Council met on the second Friday of each month, as needed, September through April.

III. Attendance:

There were no egregious patterns of absence, and a quorum was present to conduct the council's business.

IV. Key Accomplishments:

1. **Implementation of a simple new student learning assessment reporting system.** It includes four documents that are submitted or updated annually: Outcomes Library, Curriculum Map, Assessment Plan, and the Student Learning Summary Report (SLSR). The Assessment Coordinator reviewed and provided feedback on approximately one hundred plans in summer and fall 2016, in addition to writing and sharing college and university analyses and recommendations based on these reports. These documents have been included in the Evidence File being prepared for the Higher Learning Commission (HLC), ISU's regional accreditor.
2. **Development of a new [Assessment Results](#) website to house assessment documents** in an easily accessible, central location, and to ensure the university's transparency in regard to assessment processes, practices, and results.
3. **Approval of a change in the due date of the Student Learning Summary Reports** from June 15th to September 1 to facilitate the faculty's ability to report on a complete assessment cycle.
4. **Development of a Qualtrics survey to assess program's assessment progress** midway between SLSRs. This survey will be delivered in spring 2018.
5. **Completion of a pilot project to assess critical thinking in Foundational Studies (FS).** Dr. Chris Fischer collected student artifacts from FS instructors, staff in the Assessment Office prepared them for review, and Dr. Terry Dean trained members of the Council to score them using the AAC&U VALUE rubric. Each of fifty artifacts was scored twice. The Assessment Coordinator completed an analysis with recommendations, available on the [Assessment Results](#) website.
6. **Continued, systematic assessment of Foundational Studies**, in accordance with a plan filed with the HLC. In addition to the critical thinking pilot study listed above, the Assessment Coordinator completed an analysis of pertinent items in FS class evaluations and in the National Survey of Student Engagement. A report, available on the [Assessment Results](#) website, has been shared with the University College Council for review.
7. **Completion of a series of assessment-related professional development activities:**
 - How to Use Assessment Results to Improve Teaching and Learning (a faculty panel presentation)
 - Assessment at ISU (New Faculty Orientation)
 - How to Assess Critical Thinking Assignments Using the AAC&U VALUE Rubric (workshop)
 - Developing and Designing Rubrics (presentation)
 - Effective Writing Assessment in the Online Classroom (webinar hosted by the FCTE)
 - Writing an Exemplary Student Learning Summary Report (presentation delivered twice)

- Assessment that Empowers Faculty to Take Risks with Pedagogical Innovation (webinar hosted by the FCTE)
- How to Assess an Academic Program (online tutorial). The tutorial, which was created in Softchalk, includes modules on writing learning outcomes, creating a curriculum map, selecting appropriate assessment measures, and collecting, reporting, and using results. It is available [online](#). Individuals who complete the tutorial and all of its assignments simultaneously complete their program's Student Learning Summary Report.

8. **Selection of the recipients of ISU's first Provost's Award for Excellence in Student Learning Assessment & Improvement:** A subcommittee of the Assessment Council selected Accounting (Undergraduate) and School Psychology (Graduate). These programs received a plaque and \$2500 to support future assessment efforts.
9. **Revision and approval of the Council's Bylaws** in accordance with recommendations from the Faculty Senate Executive Committee. Revisions included 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. The bylaws—which now include term limits for faculty and administrators-- were approved by ISU's Board of Trustees at its May meeting and take effect in fall 2017.
10. **Development of a Plan of Work for 2017-18.** At its final meeting in spring 2017, the Assessment Leadership established key agenda items for the next academic year:

2017-18 Plan of Work

1. Professional Development Calendar

- Writing an effective survey (workshop)
- Conducting a focus group (workshop)
- Motivating faculty to participate in assessment (presentation)
- Providing real evidence of student learning (panel presentation with representatives from each college; separate panel for Student Affairs and other co-curricular areas)
- Transparent Assignments (presentation)
- [Assessing Student Learning in Your Course\(s\)](#) (a module in the Master Teacher program)
- What New Faculty Need to Know About Student Learning Assessment (New Faculty Orientation presentation)
- Critical Thinking and ISU Students: What the Data Tell Us (co-presentation, Assessment Office and University College Council)
- Student Learning Assessment and the 2020-21 HLC visit (presentation)
- Presentations from the 2015-16 winners of the Provost's Assessment Awards
- 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 must 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

- a. Ensuring that the assessment cycle is completed—i.e., set learning goals, map learning opportunities, assess, analyze results, use actionable data for improvement.
- b. 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, FS class evaluations, and the Multi-State Collaborative.

11. Election of Ms. Shelley Arvin as Chair of the Assessment Council for 2017-18.

12. Collection and submission of ISU student artifacts for the Multi-State Collaborative (MSC). The Office of Assessment and Accreditation collected 110 viable, senior-level artifacts pertinent to critical thinking, quantitative literacy, and writing, and submitted them to the MSC for scoring via associated VALUE rubrics. Results will be available in fall 2018.

Summary

Once again, the Assessment Leadership Team, the Assessment Council, and the Office of Assessment and Accreditation had a very productive year. A commitment to ensuring that the institution is in compliance with HLC criteria related to student learning assessment and improvement will continue to guide these efforts.