



University Assessment Committee Meeting Minutes

Wednesday, February 5, 2020

1:00-2:30pm

1022 North Engineering

Attendees: Alana Malik, Holly Monsos, Barbara Schneider, Lori DeShetler, Shery Milz, Brian Kuhn, Tia Tucker, Matt Franchetti, Patty Relue, Michele Soliz, Lydia Cozier, Lisa Taylor

Not present: Tom Atwood, Brian Ashburner, Terribeth Moore, Lynne Hamer, Laurie Mauro, Shannon Neumann, Jackie Thompson, Susan Pocotte, Julie Quinonez, Geoff Rapp, Valerie Simmons-Walston

Guests: Shakar (grad assistant-Student Affairs), Denise Oglesby (grad assistant-Office of Assessment/UTC)

Updates

Lori DeShetler will be the new Vice Chair of the UAC

Dean's forum and annual meetings

- As a follow-up to Assessment Day, we are asking Provost Bjorkman to send an email to all of the Chairs to thank them for attending or sending delegates to participate in assisting with curriculum mapping and will include information on the web resources available to help, and information on liaisons for colleges/departments.
- Hoping to get all of the deans together with the UAC to talk about assessment within their colleges, to help them to understand the scope of what we are looking for in student assessment and what changes are resulting from their assessment projects and what the action items going forward are.
 - Probably looking at the very end of March
 - Will improve our ability to track curricular changes that are made in response to assessment data

Annual Report Template

- We have built into the new departmental annual report template – and the college template – a section that asks Chairs and then Deans to go into the assessment report system (with provided links and instructions), and reflect on what they find and to discuss how they are going to improve their assessment process.
 - Will likely go out within the next week
 - All colleges will receive the template

Jillian Kinzie, visiting speaker – Indiana University – Save the Date, March 27th

- Jillian is one of the co-creators of the NSSE
- Will speak to UT about the AAC&U's high-impact practices early in the day
- We have scheduled an hour with the UAC, in the afternoon
- Want to help faculty be aware of what high-impact practices are and why they are high-impact and how they improve student engagement
- If you would like to encourage people to attend, it will be similar to an Assessment Day event

Office Updates

Grad Assistant – Assessment/UTC – Denise Oglesby

- Large sheet in meeting materials – Denise will be assisting with new focus groups for the Core Curriculum
- Focus groups with undergraduate students (preferably toward the end of their degree program) on core courses and co-curricular experiences.
- We talked previously about not having a good definition of the ‘core’, so the hope is that this will help to clarify that.
- Need help recruiting students to participate – pizza and refreshments will be provided – Denise can run these within your department if you have a space available. Email Alana if you can provide volunteer students to participate.

Curriculum Mapping

- The Curriculum Mapping webpage on the Assessment website (<https://www.utoledo.edu/aapr/assessment/CurriculumMapping.html>) now contains a link to a new webform for requesting help with Curriculum Mapping.
- There is now a webform for submitting curriculum maps – you can upload up to five different maps for five programs on a single form, and if you have more than five to submit, you can complete a second form.
- The Assessment Plans link is also on the Curriculum Mapping webpage.
- Lisa can check on all submissions anytime – if a liaison would like to check on submission status.
- We are performing updates on the Assessment website, so if anyone has any input on what is necessary to keep out on that page, please let Alana or Lisa know.

Core Curriculum Committee

- Melissa Gregory (Chair) has asked six faculty members from NSM and AL to form a task force to create a rubric for critical thinking, for us to use to review student work that is aligned with the core outcome of curriculum.
- The committee will also help us collect student work at the core level (first and second year students) – assignments that are aligned with this outcome, to do an internal review at the end of the spring or summer, and then we will also send the same student work to the Value Institute for the national review, to then benchmark scores between other schools.
- We also have the report on the student work at the capstone level that we have received back – Alana will share it soon.
- This will all help us to show the HLC that we did a review of the direct evidence of student learning that was outside the scope of the course and the faculty who taught it.
- Committee has offered to an annual report for each course in the core – they, as a group, are going to review the 2019 report for the courses in the core and will also look back at other reports for those courses, to see if there are trends or themes that are longitudinal and then discuss what was learned.

CIM System

- Cathy Zimmer requested help on uploading all of the program outcomes into the system, and so that whenever there is a course modification that comes in, they are prompted to update their outcomes for the course.
- Alana created resources about writing learning outcomes and there is now a pop-up in CIM that takes you to that webpage of resources. This will encourage people, if they are proposing a new

program, to have their courses in CIM with appropriate learning outcomes that will roll up to the program learning outcomes.

- As a second phase, we have asked Cathy to work with the new Course Leaf system to translate what is in the CIM system into the catalog system. There will be a new tab in the catalog system for learning outcomes.

Program Design Institute

- Alana and Angela have been working with Ammon Allred from Philosophy on an Interdisciplinary PhD in Humanities
- This program design tends to be a more individualized process than the Course Design Institute
- Will also start working with Dave Giovanucci to build a new BS in Neurosciences

Items for Discussion

Service Unit Review Feedback

- Handout in meeting packet – Alana summed all into one table – Feel free to give to program leaders/department leadership
- Back page is what Alana pulled together for what is working well, what is not working well overall, and what should be discussed with individual Deans, Provost, unit directors, and what our next steps should be
- Need to define, for this institution, the meaning of co-curricular, and run it by all areas
 - If, for example, we define co-curricular as something that supports student learning within a class, there are a number of units reporting now that would no longer need to submit a report, because they support students in other ways, aside from supporting learning within a class.
 - Perhaps service units could comment on changes made because of this document
 - Service units should have input on the co-curricular definition – and in defining the difference between co-curricular and extra-curricular

Assessment Day Feedback

- Some were skeptical, but most found it productive and came away with very useful information
- Some would have liked time to work on their Curriculum Map and then come back to review with experts
- Could have been a shortened day – perhaps a half-day
- It was a lot of information all at once – it would be good to have time to digest and review everything and then come back together to discuss
 - If groups would like to do this, they can submit a request on the Curriculum Mapping website

Assessment Policy Statements

- Four draft policy statements – undergraduate, graduate, core curriculum and service unit
 - Please read through these draft policies and provide comments/input

Curriculum Mapping Timeline:

Action Item	Target completion date	Person(s) responsible	Status
Determine the purpose and scope	September 2019 UAC Meeting	UAC membership	Complete
Develop the template(s) and other developmental materials	November 2019 UAC Meeting	Alana Malik, with approval from UAC membership	Complete
Communicate plan with university leadership	December 2019	Barbara Schneider, with support from college liaisons	Complete
Train faculty and staff to complete their maps- January	January	Alana Malik, with support from college liaisons	Kick-Off Complete Individual help-in progress
Collect maps	April 30 th	Individual Programs submit materials through online system	In Progress
Provide feedback	By August 31 st	College liaisons	Not started

Upcoming 2020 Meetings

UAC Meeting	March 4, 2020	1:00-2:30pm	North Engineering 1022
UAC Meeting	April 1, 2020	1:00-2:30pm	Webex
UAC Meeting	May 6, 2020	1:00-2:30pm	Webex
UAC Meeting	June 3, 2020	1:00-2:30pm	Webex