



University Assessment Committee Meeting Minutes

Wednesday, October 2, 2019

1:00-2:30pm

1022 North Engineering

Attendees: Alana Malik, Barbara Schneider, Lori DeShetler, Brian Ashburner, Jackie Berger, Nancy Staub, Susan Pocotte, Shannon Neumann, Shery Milz, Holly Monsos, Ashley Pryor

Vice Provost Update

Service Unit Program Review

- We have been asked by a few offices to extend the program review process to non-academic programs.
- Hoping those self-studies will yield assessment/processes.

Annual Report Template

- Revising annual report template – will be rolled out next spring.
- Goes to the dean of each college each September.
- Office writes a summary of the reports after reviewing and comes up with action items
- As the strategic goals of the Provost Office have shifted, it was found that the annual reports were no longer capturing the kind of information that is needed for progress on the strategic plan.
- Effort now is to take the templates and load them with the data to give to the deans for review. Also, provides more of a common data set for the deans to review.
- For the UAC, the most important piece is that we are adding to the annual report template.
- This year, the reports will ask what percentage of their programs have completed their curriculum maps and they will be asked what they are doing to improve the assessment processes in their colleges.
- Will also be embedding the names of the programs that underwent program review.

Chair Update

Reminder: Service unit reports due October 15th

- Includes service units embedded within the colleges.

Office Updates

Core Audit by Registrar

- Looking at the completion rate of students who have graduated – how many of them actually completed the core requirements as required and what percentage graduated without completing the core curriculum (handout).

- Meeting attendees provided with individual college breakdowns of all of the students who have graduated fall or spring of last year with percentages, by cohort, with completion rates. Average also provided for the institution.
- A way to look at core curriculum data.
- General section of the catalog has the best description of ‘core curriculum’.

BCSSE (Before College Survey of Student Engagement)

- 51% return rate – 2,600 eligible to take the survey – approximately 1,300 responded: 1,300 first-year students, 28 transfer students.
- Individual advising reports are being sent to the colleges. If you still need them or are missing them, contact Alana.
- IR is now taking the raw data from the survey and combining it with the demographic data based on Rocket numbers, and will give us the ability to break it down by college. In the next few weeks, an overall average for the institution will be provided.
- Hoping to make this a part of Rocket Launch/before students begin, before the school year begins.

HLC Assessment Workshop

- Some items provided today are based off of the workshop.

Core Syllabus Review

- Instead of random syllabi sampling, we are pulling syllabi for core courses to look at the requirements for state, HLC, etc.
- Will do the same kind of review as the random sampling and will also look for important items in Gen Ed (if outcomes are the same for different instructors teaching the same course).
- Syllabi are due October 7th – feedback will be provided by the end of the fall semester.

Items for Discussion

Faculty Questionnaire

- Provided as handout – example of a way for individual faculty members to provide information about their courses as it relates to the curriculum map.
- Department instructions and areas to fill in academic program learning outcomes.
- If you already have a curriculum map, you are all set.

Curriculum Map Template

- Rough draft of the map template provided.
- The department provides their SLOs and the courses – the ISLO alignment comes with the plan.
 - What level is the SLO introduced?
 - What type of assessment is it? Formative? Summative?
 - For summative assignments, what category/type?
 - Definitions of formative and summative will be provided.
- Are there other types of assignments that need to be added?
 - If there is a place where “other” can be added – it would cover professional programs, clinical experience, labs, lab reports, direct observation, practical experience, simulation, exhibition, etc.
- All of the program SLOs should be met through required courses; elective courses should also contribute to meeting the SLOs.

CIM System / Writing SLOs

- Information packet (handouts) about how to write an SLO & revised verb lists – cognitive, affective and psychomotor.
- Please look over all of these and provide comments/suggestions to Alana so that they can be posted on the website and given to the Provost Office to be linked within the CIM system.

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	In progress
Communicate plan with university leadership	December 2019	Barbara Schneider, with support from college liaisons	Not started
Train faculty and staff to complete their maps- January	January	Alana Malik, with support from college liaisons	Not started
Collect maps	April 30 th	Individual Programs submit materials through online system	Not started
Provide feedback	By August 31 st	College liaisons	Not started

Upcoming 2019 Meetings

UAC Meeting	November 6, 2019	1:00-2:30pm	North Engineering 1022
UAC Meeting	December 4, 2019	1:00-2:30pm	North Engineering 1022
UAC Meeting (or Retreat?)	January 8, 2020	1:00-2:30pm	North Engineering 1022
UAC Meeting	February 5, 2020	1:00-2:30pm	North Engineering 1022
UAC Meeting	March 4, 2020	1:00-2:30pm	North Engineering 1022
UAC Meeting (or Assessment Day?)	April 1, 2020	1:00-2:30pm	North Engineering 1022
UAC Meeting	May 6, 2020	1:00-2:30pm	North Engineering 1022