



## University Assessment Committee Meeting Minutes

Wednesday, September 1, 2021

1:00pm-2:30pm

WebEx Meeting

**Attendees:** Brian Ashburner, Tom Atwood, Karen Bjorkman, Lydia Cozier, Lori DeShetler, Shelly Drouillard, Matt Franchetti, Dan Hammel, Brian Kuhn, Alana Malik, Shery Milz, Holly Monsos, Julie Murphy, Shannon Neumann, Susan Pocotte, Geoff Rapp, Patty Relue, Michelle Schroeder, Robert Schultz, Valerie Simmons-Watson, Amy Thompson, Jackie Thompson, Cindy Tierney, Tia Tucker  
**Not present:** Terribeth Gordon Moore

**Welcome and Check-In:** Welcome everyone. A special welcome to our guest, Dr. Karen Bjorkman.

**Special Guest: Dr. Karen Bjorkman:** I want to start out by saying thank you so much. This assessment process is so very important to everything we do. It's important to maintaining excellence and improving ourselves and giving our students a better and better experience as we go and making sure we are actually accomplishing what we think we are. Without doing the assessment and doing a good job of it, we would have no way to verify that other than just saying it. This is important evidence that we are taking seriously our intent to consistently improve and make things better and meeting the expectations of what we're hoping our students are learning. Those are really important things as part of our academic promise that we make to our students. I know this is a huge amount of work, this whole process from the ground up, and this assessment committee is so important because you're the ones who really see the picture that's come up from the colleges and from the departments and you are the ones looking at the bigger picture such as are we meeting our needs and the grand sort of high level goals that we've set for ourselves in terms of student outcomes and what they should be learning and our core curriculum, all those things that are very important. I know it takes a lot of time and effort on your part. it is very valuable. Thank you very much.

**Chair Report: Holly Monsos**

Fall meetings will continue to be held in remote format.

**Office Updates:**

Dean follow-up letters – Everyone should have received a draft letter as a follow-up to our meetings with the deans and VP's in the spring. They are in draft form until I hear back from you to let me know if I can send them to your dean as written or if any adjustments are needed. I will be working on those today and tomorrow. We hope to have them go out early next week if possible.

Assessment Plans - ISLO alignment for Fall Board meeting - Also included in those letters was anywhere that we had a program that was established in CIM by the spring of 2021 that is where we halted our list for the BOT follow-up for the strategic plan. And making sure all of the program learning outcomes are aligned with our institutional learning outcomes. We are at 94%, close to having them finished. I included them at the end of the dean's letter for those who have outstanding assessment plans that need to include that alignment for us.

IUPUI Assessment Institute (Virtual and Free!) – Look at their website to see what they are offering. Deadline to register is October 11<sup>th</sup> <https://assessmentinstitute.iupui.edu/registration/index.html>

**Items for Discussion:**

Assessment Manual 2021-2022 - Please look at each section to be sure it reads clearly. Please provide your feedback and recommendations. I want to get the draft watermark off of it in time for the HLC. They are going to lock us out of our system for evidence at the beginning of October. It would be good to have that published on our website before then. Once they lock us out the folks who are peer reviewers have the opportunity to then start reading our assurance argument and looking on our website for evidence to support what we wrote in our assurance argument. I am trying to keep our assessment data as current as possible on our website so they will see what we said in the argument is what we said on the website.

**Roundtable Items for Discussion:** The reporting tool for the liaison is amazing. It generates a report that is red, yellow or green to show where individual programs may have items that are committee reviewed either as missing or evolving. It gives a nice snapshot overview of where we need to work within our committee to provide additional assistance to those programs. The new assessment tracking system is functioning very well and we are excited to use that. Please let Alana know if you would like her to assist in navigating the new templates. A compliment to Alana for the work that's been going on in the Provost office for the new plans and curriculum maps and the reporting. Assessment is one of those things that happen so infrequently that you're getting good at it when you do it and then you forgot how. Then it's time to do it again and you have to learn it. So I think having those road maps and having the long term report structure is going to be really helpful in terms of having some continuity going forward.

**Fall Dates to Remember:**

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| <b>September 15<sup>th</sup></b>           | <b>Assessment plans due</b>                           |
| October 11 <sup>th</sup>                   | IUPUI Assessment Institute Registration closes at 5pm |
| <b>October 15<sup>th</sup></b>             | <b>Assessment reports due</b>                         |
| October 24 <sup>th</sup> -27 <sup>th</sup> | IUPUI Assessment Institute (Virtual and Free)         |
| <b>November 1<sup>st</sup></b>             | <b>Evaluation reports due</b>                         |

**2021-2022 Meeting Schedule:**

October 6	1:00pm-2:30pm	Web Ex
November 3	1:00pm-2:30pm	Web Ex
December 1	1:00pm-2:30pm	Web Ex
January 5	1:00pm-2:30pm	Web Ex
February 2	1:00pm-2:30pm	Web Ex
March 2	1:00pm-2:30pm	Web Ex
April 6	1:00pm-2:30pm	Web Ex
May 4	1:00pm-2:30pm	Web Ex
June 1	1:00pm-2:30pm	Web Ex