University Assessment Committee Meeting Minutes

Wednesday, April 7, 2021
1:00-2:30pm
WebEx Meeting

Attendees: Brian Ashburner, Lydia Cozier, Rachael Decker, Lori DeShetler, Matt Franchetti, Dan Hammel, Brian Kuhn, Alana Malik, Laurie Mauro, Shery Milz, Holly Monsos, Shannon Jones Niedzwicki, Susan Pocotte, Geoff Rapp, Robert Schultz, Michele Soliz, Amy Thompson, Jackie Thompson, Cindy Tierney, Tia Tucker, Joshua Vail
Not present: Tom Atwood, Terribeth Gordon Moore, Lynne Hamer, Jamie Henneman, Shannon Neumann**,** Julie Quinonez, Patty Relue,

Welcome and Check-In: Holly Monsos- Welcome everyone. We have a special guest today, Josh Vail from Career Services.

Special Guest: Joshua Vail, Student Employment Specialist, Career Services – Josh gave an overview of SkillSurvey, a career readiness assessment survey tool that is being used on campus for student employment. The tool is used to see how students compare with other students on a national level on career readiness. Some opportunities were discussed on how to take this assessment tool beyond on campus student employment. Departments across campus have received emails from our department regarding the surveys.

SVP Report:
College Annual Reports-We are getting ready to launch the templates to the Dean's related to the college annual reports.

Review Appendix D, Assessment of Student Learning

Please review Appendix D, the University Assessment Committee Liaison's report submitted for your college.

> Discuss how data related to students' learning contributes to your college's planning and actions. If the assessment of student learning data reported by your college's programs was not helpful in contributing to your college's planning and actions, please outline your plan to address deficiencies in the use of the assessment process to improve college planning and actions.

Chair Report:
HLC Criterion 4 Update – 10 years ago, which was the last time this was completed, a consultant was brought in to provide feedback in the areas we had demonstrated weakness. Have we indicated how we have solved the places where we had deficiencies? A draft has been completed and sent to the criterion chairs. When the call goes out to have people look at it, I strongly urge you all to read criteria 4B, which is the most direct one having to do with assessment. Please provide feedback on whether we have addressed everything that needs to be addressed.

Office Report:
This week is the HLC virtual conference. Almost 70% of the schools are met with concerns. HLC is looking into why does this look like a prevalent problem across schools.
Assessment Policy – Our assessment of student learning policy has been approved. We now have a policy behind what we are doing.

Core Curriculum Assessment - They have decided that they are going to be doing a program review. They're basically treating it like an academic program and they're having external reviewers come in to look at that; they should be here on April 23rd. I'll have another update about how that went at our next meeting. Some of you may be asked to participate. I don't believe they have the final list of who will be participating.

Assessment Plan - They have also updated and revised their assessment plan and it's on the web and I put it on Blackboard for you. It's basically the same stuff we've been doing it's just packaged a little differently.

> https://www.utoledo.edu/policies/academic/faculty_staff/pdfs/3364-72-54-assessment-of-student-learning.pdf

Tracking Tool Reporting by Department – I've been working with Jamie from CCI to build our tracking tool and the reporting features within that. Right now we report by program by college. Would it be helpful for you if we have a department level report as well? We will work through this as we can.

Presentations -

Deans' meetings summary for Provost Deans Meeting-April 6th

Annual Assessment Update

Graduate Council-March 23

Faculty Senate – pending TBD

Assessment Plan and Report Templates

Engineering Graduate Programs-March

Medicine-April

Email Alana if you would like to schedule a training for your area

Items for Discussion:

I**ndividual Deans' meetings-Summary letter to Provost** – A draft Provost letter was included in your packet.

Deadlines – We haven't set a definitive date for when we want folks to have all these things done. It was suggested plans be done mid-September and reports mid-October. **September 15 for Assessment plans, October 15 for Assessment reports – majority in favor.**

Roundtable Items for Discussion: Virtual meetings in the fall? We will talk about at the May meeting.

Thank you all very much. See you in a month.

2020-21 Meeting Schedule:

May 5
June 2
July 7