University Assessment Committee Meeting Minutes
Wednesday, November 4, 2020
1:00-2:30pm
WebEx Meeting

Attendees: Brian Ashburner, Tom Atwood, Lydia Cozier, Rachael Decker, Lori DeShetler, Lynne Hamer, Brian Kuhn, Alana Malik, Laurie Mauro, Shery Milz, Holly Monsos, Geoff Rapp, Patty Relue, Michele Soliz, Amy Thompson, Jackie Thompson, Cynthia Tierney
Not present: Matt Franchetti, Dan Hammel, Terribeth Moore, Shannon Neumann, Susan Pocotte, Ashley Pryor Julie Quinonez, Tia Tucker

**Welcome:** **Holly Monsos -** Welcome everyone. We have a lot to talk about today. We need your input. Feel free to join in the discussion.

**Office Updates:** **A**lana-
Assessment Website – We have updated the website, menu, etc. The assessment plans and reports are just as they used to be. The assessment resources is where you'll find if someone has a question about writing a student learning outcome. That is also where the curriculum mapping information is located. We separated out assessment day. We have a list of FAQ's which we went over in a previous meeting. We also have the excellence in assessment awards, they were always there but they were located in the menu side. Now the menu has a lot of things repeated so you can find them in both places. We also created a page for institutional assessment - we now have a link to the ISLO's and how we are measuring them. This used to be a stand-alone page that listed the outcomes. We added institutional level assessment that includes the VALUE Institute report that we did a couple of years ago. We are going to add one at the core level. The current report reflects capstone work. I also put in the NSSE data that we have been talking about as a committee. We started the BSSE administration last fall, and that information is there as well. We have added a page for the co-curricular assessment that still needs more development. It currently includes the definition of co-curricular, and a link to the core-curriculum website. Our committee page has an overview and a nice welcome from Holly, and includes a copy of the committee charge. The assessment manual that we developed over the summer is also posted, along with the draft policy statement. The membership list is also on the website along with the archived list. Minutes are on there from this year as well as previous years in the archive below. We added a box for the liaison resources. Please email me if there is something you would like to add to the liaisons piece as well as the website. These are resources for you all to make your jobs easier.

Proposal for feedback meetings with the Deans – We have been talking as a committee about adding a feedback loop at the dean level. We had planned a retreat or workshop last spring with the deans to help them understand our work, but that was cancelled due to Covid19, etc. Amy and I met with several people including the provost and one of the things that came out of that meeting was we should continue to think about and work on a way to close the feedback loop with the leaders of our colleges and service areas. We initially proposed a meeting with the provost. Amy has offered to meet with the provost annually. As you finish up your evaluation reports and we as the committee work towards developing the letter for the provost on what we think our needs are, we also thought it would be good to schedule a meeting with the deans in the early spring semester to go over your evaluation reports with them and to talk about how

the information you have compiled in your report can help them with their annual reporting and other planning and decision making happening in their college or service area and how we can document that in the annual reporting process. Action items will be developed if there are some things that need to be improved or acted on. Similar to the program review process we would come up with a letter that outlines everyone's agreed upon responsibilities based on the feedback from the meeting. That communication would be shared with all parties and the provost.

For the college level annual report: It's much broader in scope than just than assessment of student learning but we are included in that report. How are you using the student learning user data to inform your decisions? If you're not using student learning data to inform decisions what do we need to change? Confirmation from the group on going forward with these meetings – Majority voted yes.

Items for Discussion:
- Evaluation Reports/Program Report Submissions – We don't have good submission percentages from our colleges. Question to the group: What do you as liaisons need from the assessment office to help you get your reports in? Many comments were related to having more time to get people to actually go in and complete them.
- Curriculum Map Reviews/Submissions – Once we get our new template in place there will be a place for people to submit their curriculum maps.
- College/Divisional Engagement with Assessment – It's a good time to get feedback from you regarding the structure of assessment work in your college or service area and how the engagement with faculty and staff is in your area. A needs assessment survey draft has been completed. If there are other questions I can add those to the survey as well.
    - Liaison Needs Assessment Survey - What do we need to do our work better? Do you as a liaison have an assessment committee to review reports and maps? It looks like we have a lot of different formats. Committees do tend to dominate although they are not always used in the same way.
    - Current Structure – Our new plan template doesn't ask for the operational piece anymore. It's going to ask just about the student learning,
- Co-Curricular Programs-Assessment Plans – There are very few service offices that have responded as to whether or not they feel they are co-curricular or not. We are not completely sure the word is getting out that they need to let Alana know. The liaisons will get back to their offices to discuss it more.
    - Prioritizing co-curricular programs with institutional mission and vision.
    - Support for prioritized co-curricular programs to develop assessment plans focused on student learning.

Roundtable Items for Discussion: The new report forms will be rolled out this spring with training. What do you need to do your work better?

These discussions are really important and I thank you all for your contributions today.

The next meeting is December 2.

Curriculum Mapping Timeline:

Action Item	Target completion date	Person(s) responsible	Status
Determine the purpose and scope	September 2019 UAC Meeting	UAC membership	Complete
Communicate plan with university leadership	November 2019	Barbara Schneider, with support from college liaisons	Complete
Develop the template(s) and other developmental materials	December 2019 UAC Meeting	Alana Malik, with approval from UAC membership	Complete
Train faculty and staff to complete their maps	January	Alana Malik, with support from college liaisons	Kick-off-Complete Individual help-In progress
Collect maps	~~April 30th~~ Revised to September 15	Individual Programs submit materials through online system	In progress
Provide feedback	October 30	UAC liaisons	In progress

2020-21 Meeting Schedule:

December 2
January 6
February 3
March 3
April 7
May 5
June 2
July 7

Fall Due Dates:

September 15   Curriculum Maps (deadline extended from April 30th)
October 15   2019-2020 Program/Service Unit Reports
October 30   Liaison Feedback to individual programs
November 2   2019-2020 College/Division Evaluation Reports
December 15   2019-2020 Core Course Reports (deadline extended from June 15)