University Assessment Committee Meeting Minutes
Wednesday, October 7, 2020
1:00-2:30pm
WebEx Meeting

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

Welcome: **Holly Monsos -** Welcome everyone.

Chair Updates: **Holly Monsos - HLC Criterion 4 Update** - There are 3 major parts. The 1st part draft has been written. Heather Huntley has given some feedback on it. I have addressed it and it has been sent to the committee for additional feedback. Part B the 2nd part is mainly about assessment and is with Heather for feedback. The most important part is part B, as far as this committee is concerned, because that's the one primarily about assessment. You will be asked to weigh in on those drafts for this section, so you can look forward to that. Part 3, I am expecting the draft next week.

Vice-Chair Updates: **Lori DeShetler** – I am going to go over the tracking tool and as liaisons where we need to go to get into these reports for the fall.
Annual Liaison Tour of the Tracking Tool

How to update your reviewers list – When you go into the AAPR website click on assessment, then assessment reports, then click complete reviewer's report, here it will prompt you for your UTAD log in. Go to top right corner and click on menu then users. It will bring up the individuals in your college who have access to review the assessment reports. We want to be sure that your list is correct. You can delete or add individual members. Alana can add or remove programs from the list.

How to remove your liaison "hat" to complete a program level assessment report – Go back to the menu, and select "my assessments". You want to make sure all of the shells are available for the programs and units for your college who will need to be creating an assessment report for this fall. Select academic or service unit in the drop down. Create a report and it will populate a shell.

How to find the evaluation report – Go to menu and click on reports under the evaluation section.
It's fairly user friendly as long as you can log in.
I am happy to help if you want to reach out to me.

Office Updates: **Alana-**
Qualtrics – We are pleased to announce that The University of Toledo has a new Enterprise License for Qualtrics CoreXM coordinated through Information Technology. Qualtrics is a simple to use web-based tool for building and distributing surveys as well as analyzing the data collected. All University of Toledo faculty, staff, and students can connect to Qualtrics using your UTAD credentials. Please see the letter from the Provost at the end of this document.

Core Curriculum Update – They have met twice now this semester. I am going to ask them to help me identify a new liaison, faculty rep, to the UAC. We are moving forward with a review of core assignments that are related to critical thinking. The chair is helping me to identify some assignments and student artifacts from last year that we can use to send to the VALUE Institute to review critical thinking. Once we get that report back from the AAC&U then we will have data on critical thinking with the student assignments at the Capstone and core level courses.   Hopefully we will see a jump in their scores between the work that was done in the first and second year verses their senior year. We have artifacts from history and biology. We are hoping to get a few more. We are trying to get a sample of 100.

Curriculum Maps

   Submissions: The number may not be accurate depending on the programs that are in inactive status. Your maps are in the folder on One Drive.

   Feedback/Checklists: The check list is online.

   Resubmissions: We will talk more about what we want that to look like. Keep in mind we are going to launch, hopefully by the end of the spring, a new assessment plan and report template that we will ask people to submit their updated maps to.

I am happy to meet with people and help them through the process.

Assessment Support Proposal for Provost: Amy Thompson asked me to put together a document for the Provost to request support. The first thing is we are missing that course level faculty tool to allow them to look at their student data, not just for grades, but also, in terms of looking at it with a lens for student learning outcomes. By allowing our faculty to have a tool like this and get it set up in the system, they can run their own reports making the data we collect a lot easier.

BOD Update: The University Assessment Committee (UAC) revised the assessment plan template to indicate more directly to include the specific courses and co-curricular activities that support each PLO. It also prompts programs to develop a longitudinal plan, indicating in which academic year each PLO will be assessed. The UAC is currently waiting for the Center for Creative Instruction (CCI) to build the template in the online assessment tracking tool. (CCI target completion date = April 2021). The UAC also revised the assessment report templates to help academic and co-curricular programs streamline their assessment reporting. The Colleges of Engineering and Medicine and Life Sciences will pilot the new assessment plan and report templates in May 2021. The University Assessment Director, in collaboration with the UAC, will offer professional development to faculty and staff members in the spring 2021 to prepare academic and co-curricular programs to begin using the new planning and reporting system in the fall 2021. Any current academic or co-curricular programs indicating they would like to update their assessment plans during the 2020-2021 academic year will be directed to use the new template. The academic program curriculum maps, currently being collected by the UAC, also provide additional evidence of and support for the alignment of PLOs, key assignments in the curriculum, and the ISLOs. The maps will be included as a supporting document in future assessment plans, and collected annually through the reporting process to document evidence of changes to their respective curriculum.

Items for Discussion:

Student Needs Survey – You may have received this from your department chair. This is also in the Blackboard system. It was a survey sent to the students through email in the spring and fall. The goal of the survey is to help identify how often students feel stress and anxiety over different types of issues. We thought it would be good to share this information with the group. Technology and mental health continue to be issues for students.

Determining Co-Curricular Programs – Several areas have been talking about the new definition of co-curricular and trying to determine if they are going to be a part of the process or not.

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	Not started

Thank you all very much. The next meeting is November 4.

2020-21 Meeting Schedule:

November 4
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)

Dear University of Toledo Faculty and Staff:

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For those members of our campus community who are not familiar with Qualtrics, an introductory video entitled "UT Qualtrics 101" can be found in the myUT portal under the *Employee tab* for staff and under the *Faculty/Advisor tab* for faculty, advisors, and students under **training**. In addition, Qualtrics XM base camp has created 7 training videos available at this direct link https://basecamp.qualtrics.com/series/learn-to-use-qualtrics-research-core.

We are aware that there are several individuals and entities on campus with existing Qualtrics and other survey software accounts. We hope that the new Enterprise License for Qualtrics will reduce institutional costs associate with survey development and deployment. If you have an existing Qualtrics account, information on merging your accounts by transferring existing survey projects to the new license can be found at: https://www.qualtrics.com/support/survey-platform/managing-your-account/user-moves/. In addition, details on how team members can collaborate on the development of Qualtrics surveys can be found at: https://www.qualtrics.com/support/survey-platform/my-projects/sharing-a-project/

We hope that you will find this new site license for Qualtrics beneficial to your scholarly and academic work. Should you have any questions regarding Qualtrics, please contact the IT Help Desk at http://ithelp.utoledo.edu/.

Sincerely,

Karen S. Bjorkman, Ph.D.

Provost and Executive Vice President for Academic Affairs

Distinguished University Professor