University of Toledo  
University Assessment Committee (UAC)  
Website Committee  
Agenda  
Tuesday, May 31, 2011  
3:00 – 4:30 p.m.  
1009 CL

Present: M. Porter (Chair), A. French, H. Huntley  
Absent: L. Gibbons, S. Pocotte, L. Ventura

1. Meeting called to order by M. Porter at 3:15 p.m.

2. Committee Charge and Membership:
   **Website Committee – Marlene Porter (Chair)**
   Members: Susan Pocotte  
   Llew Gibbons  
   Lois Ventura  
   Amy French  
   Heather Huntley
   **Charge:** Review current assessment website and conceptualize new site, benchmarking against other institutions. Identify content and resources for the new site. Continually update, review and enhance website and content.

3. Meeting frequency
   a. Time and place  
      i. Meet when necessary in CL1009  
      ii. Will use email to do most work  
   b. Minutes – M. Porter  
   c. Time line for finishing web site  
      i. Need to have something quickly – at least by Fall 2011 if not earlier because Higher Learning Commission (HLC) will be assembled June 2011 and will need to find documents

4. Review Other Institutional Websites (*see attachments A and B*)
   a. What they have in common

5. Items for University of Toledo’s website
   a. Compile a list of what might be important – see #c below  
   b. Suggestion for information: “assessment for the lay person”  
      i. Maybe an FAQ page – several nice examples at sites  
   c. Suggested a page be created with the institution’s responses to the HLC 2002 visit and report – how UT addressed the issues  
   d. Compare to other sites – discussed what would be important  
      i. Can the page not have the Provost’s Office at the top? Would link to the Provost page but would like to change the links on the left side of the page  
      ii. Can some of the UAC Website committee have edit access to the UAC webpages? – H. Huntley will inquire with Kathleen Walsh, UT Web Development Director, about UAC having its own folder
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e. Attachment C – Website structure compiled prior to convening of this particular committee
   i. UAC charge (once it has been approved) and list of members with Colleges or departments they represent on homepage; email links to members?; include “Role of Liaison”
      1. Link to minutes for UAC committee
      2. Link to any documents created by the committee – maybe a “Documents” page?
      3. Link to page with Assessment process – handout from UAC meeting 18May2011 (see Attachment D)
   ii. Suggested to link to Vodcasts from the Learning Ventures Resources for Faculty page http://www.utoledo.edu/dl/faculty/ - maybe on Training and Development Committee page
   iii. Update Committee list
      1. Each committee have their own page with charge
         a. List of members
         b. Links to minutes
         c. Links to documents
   iv. Maybe link to College or Department Assessment pages – would this be off the main (home) page?
      1. M. Porter demonstrated University Libraries Assessment Page
         a. http://libguides.utoledo.edu/libassessment

6. Meeting adjourned by M. Porter at 4:20 p.m.

Minutes submitted by
Marlene Porter, Chair UAC Website Committee
Thursday, June 02, 2011
Overall Resources

Internet Resources for Higher Education Outcomes Assessment
Individual Institutions’ Assessment-Related Pages
National Institute for Learning Outcomes Assessment - College & University Sites

Assessment Links
- This list is the product of a partnership between Syracuse University's Center for Support of Teaching and Learning and the New York State Education Department, Office of Higher Education, Bureau of Institutional Assessment and Effectiveness. The inclusion of these links on this server does not constitute an endorsement by either Syracuse University or the New York State Education Department.

Montclair State University Links to Assessment Sites

Other Universties

Seattle University Assessment Site Map
Weber State University Assessment
Loyola Marymount University Office of Assessment
Truman State University Assessment Home
Brenau University Office of Assessment
Eastern Illinois University Assessment Site
Indiana University Kokomo Center for Teaching, Learning and Assessment
Old Dominion University University of Assessment
- This is an excellent site.

University of Iowa Outcomes Assessment
University of Nevada, Reno Office of University Assessment
Grand Valley State University in Michigan
Reaccreditation - Office of Academic Affairs - The Ohio State University
- The Office of Academic Affairs at The Ohio State University's website contains information about Centers for Innovation, Targeted Investments in Excellence, international and globalization initiatives, semester conversion, as well as OAA business forms, handbooks and manuals, and reports, speeches, and faculty awards.

Institutional Research and Planning - The Ohio State University
Assessment at the UA | UA Outcomes Assessment
Office of Institutional Planning and Research -
Academic Assessment Committee - University of Florida
UNL | OUS | University-wide Assessment
Outcomes Assessment > index
University of Maryland Assessment
Outcomes Assessment, Center for Teaching Excellence, University of Illinois at Urbana-Champaign
Assessment of Learning, University of Cincinnati
Case Western Reserve University - Office of Planning and Institutional Research
Office of Institutional Research at Ohio University
OHIO University Learning Objectives
AQIP Homepage
Nice Definition of Assessment (link on left hand side): http://www.gvsu.edu/assessment/ Also left University’s Accreditations and Approvals, nice pdf

http://aaude.org/assessment
Association of American Universities Data Exchange - Assessment Links and Websites

FAQs about Assessment: Penn State - http://www.assess.psu.edu/FAQ/

Nice Overview of Assessment at University of Maryland https://www.irpa.umd.edu/Assessment/LearningOutcomes/

Pitt has a nice site: http://www.academic.pitt.edu/assessment/index.html

Univ. of Virginia has a nice FAQ site as well http://www.web.virginia.edu/iaas/assess/faq/assessment.shtm

Overview of Assessment at Colorado Univ. Boulder http://www.colorado.edu/pba/outcomes/handbook.htm

This might be a good link off of UT’s Assessment page resources for Faculty: http://www.utoledo.edu/dl/faculty/ Vodcasts might be of use


USC has a very nice site: http://www.usc.edu/student-affairs/assess/index.html


Texas A&M nice Committee site: http://assessment.tamu.edu/committee/index.html

Note memos to President and Provost

Vanderbilt has nice explanation of assessment http://virg.vanderbilt.edu/AssessmentPlans/About.aspx

Assessment Website Structure

Proposed links on the left-hand side of the page:

**UT Assessment Committee** (already there)
- Show charge on the main page. The old charge from Alan Goodridge is currently posted – this should be updated.
- Links to Membership (committees) and Meetings within. Include the following committees (make sure these names are correct):
  - University Assessment Committee
  - University Assessment Steering Committee
  - University Assessment Executive Committee
  - University Assessment Planning Committee
  - University Assessment Reporting Committee
  - University Assessment Professional Development Committee
  - University Assessment Website Content Committee
  - QUESTION: DO WE WANT TO LIST HERE THE COLLEGE ASSESSMENT COMMITTEES?

**Archive** (new)
- Old information from previous website
- HLC assessment documents that are also in Epsilen

**Training and Development** (new)
- Resources for College Assessment Liaisons
- Information about Epsilen
- Resources for Department Chairs/Programs
- Resources for Faculty/Courses

**Assessment Plans** (already there) – needs to be updated

**Assessment Reports** -- do we want to include this link? If so, do we password protect as we did before?

**Accreditation** (already there)

Assessment Presentations (current link) could be included within Training and Development.
University Assessment Committee
Assessment Process – Monitor and Evaluate

Step 1 (PD)
Gathering of Assessment Data
(Template Provided)

Step 2 (CL)
Review of Programs
*Suggested due date Sept 15*

Evaluate using review guide

Step 3 (CL)
Summary Report of College to UAC
*October 1*

Step 4 (UAC - PRC)
Review of College's Summary Report
*November 1*

(CL)
Provide a brief PowerPoint summary of reports to the UAC
*(Nov - April)*

(UAC)
Review letters provided to Deans
*December 1*

(UAC – PRC)
Annual Report to President
*January 1, 2012*

Legend
CL – College Liaison
PD – Program Director
UAC – University Assessment Committee
PRC – Program Review Committee