Minutes from University Assessment Committee Meeting  
GH 3100C 
February 24th, 1 to 2:20 pm 

Members Present: Noela Haughton, Lee Heritage, Steve Leblanc, Tracy Long Romer, Laurie Mauro, Bin Ning, Ron Opp, Bruce Poling, Penny Poplin Gosetti, Marlene Porter, Seth Powless, Barbara Schneider, Connie Shriner

Members Absent: Susan Batten, Llew Gibbons, Terribeth Gordon, Sunday Griffith, Shanhe Jiang, Patsy Komuniecki, Jeff Witt

Collegiate Learning Assessment Test

Bin Ning and Penny Poplin Gosetti discussed the administration plans for the Collegiate Learning Assessment (CLA) test. One hundred ten freshman students took the CLA as part of English 1101 classes early in the fall semester. Plans are underway for one hundred seniors to take the same test in upper division classes in each of the colleges by the end of March. Seniors in upper division courses in each of the colleges are needed for this purpose. Assessment liaisons are asked to work with Bin Ning and Penny Poplin Gosetti by March 5th to identify course sections that can be administered the CLA.

Assessment Plan Committee

Laurie Mauro, the chair of the Assessment Plan Committee, provided an update of current activities. This committee is made up of seven individuals: Llew Gibbons, Sunday Griffith, Noela Haughton, Patsy Komuniecki, Steve Leblanc, Laurie Mauro, and Ron Opp. Committee members, working in review teams of two, have reviewed twelve unit assessment plans, and each review team is in the process of meeting with assessment liaisons to provide them with feedback. This initial group of feedback meetings will be completed by Friday, March 5th. Assessment liaisons may be asked by their review team to make changes to their assessment plans, and to submit a revised plan to their respective review team by March 19th. There are three units that still need to turn in assessment plans: Core Curriculum, Distance Learning, and University Surveys. Assessment liaisons for these units need to negotiate a delivery date with Penny Poplin Gosetti.

Assessment Report Committee

Lee Heritage, the chair of the Assessment Review Committee, provided an update of current activities. This committee is made up of seven individuals: Susan Batten, Terribeth Gordon, Lee Heritage, Shanhe Jiang, Bin Ning, Bruce Poling, and Seth Powless. Committee members, working in review teams of two, are reviewing four assessment reports, and are beginning the process of meeting with assessment liaisons to provide them with feedback. The initial group of feedback meetings will be completed by Thursday, March 25th. Assessment liaisons may be asked by their review team to make changes to their assessment reports, and to submit a revised report to their respective review team by April 9th. There are 11 units that still need to turn in assessment reports: A & S, Core Curriculum, Distance Learning,
Education, Law, Library, Nursing, Pharmacy, Student Affairs, University Surveys, and UTLC. Assessment liaisons for these units need to negotiate a delivery date with Penny Poplin Gosetti.

There followed a discussion about the need for units facing accreditation visits in a given academic year to submit an assessment report to the UAC for that year. Assessment liaisons in some of the professional colleges suggested that they should be able to turn in their college’s accreditation report, or the part of their accreditation report dealing with the assessment of student learning outcomes, as their UAC assessment report for that academic year. Discussions revolved around whether we should allow colleges to submit their accreditation report, and if so, whether each unit should submit its assessment report following a common template, or one following the format required by their specialized accreditation agency. The Executive Committee agreed to discuss these issues and propose policy changes at our March UAC meeting.

Core Curriculum Committee

Steve Leblanc provided an update of the assessment activities of the Core Curriculum Committee. He reported that an assessment subcommittee, consisting of himself, Mike Caruso, Barb Schneider, and Jim Zubricky, has been formed to write an assessment plan, and to analyze data for the purposes of writing an assessment report describing student learning outcomes from core curriculum classes.

HLC Criterion III Committee

Connie Shriner provided an update of the activities of the HLC Criterion III Committee. She indicated that the committee will use the assessment plans and reports being submitted to the UAC as major components of the committee’s self-study report. She requested that the UAC provide a section that summarizes the assessment infrastructure on campus, and the processes that the committee follows in reviewing and approving assessment plans and reports. The self-study report is due by December of 2010. She indicated that her committee has requested that the Provost’s Office provide support for an electronic portfolio system that can be used for assessment purposes, and that an assessment liaison should be hired to write the assessment plans and reports for Student Affair and UTLC.

UAC Website

Bin Ning demonstrated the updates to the UAC website that his office has made. He indicated that we are missing some assessment reports for previous academic years, and asked assessment liaisons to send him electronic files for the years that are missing. The assessment website can be found at http://utassessment.utoledo.edu/Default.aspx

Schedule for Fall Semester Meetings

Fall 2010 UAC meetings will be held on Wednesdays from 1 to 2:30 pm in GH 3100C. The proposed dates for these meetings are September 8th, October 6, November 3, and December 1.