University Assessment Committee

Minutes

January 19, 2011

1-2:30 pm


Reorganization and Membership on the UAC – Ron Opp
With the university reorganization, five new colleges have been created that need to have representation on the University Assessment Committee. These colleges include the Honors College; the College of Language, Literature & Social Sciences; the College of Visual & Performing Arts; and the College of Natural Science & Mathematics. The assessment liaison for the new College of Innovative Learning is Ben Pryor. It is the goal of the committee to have assessment liaisons for the remaining four newly formed colleges to be in attendance at the next UAC meeting.

The UAC Executive Committee suggested that a new sub-committee be established to work on the layout of the assessment website and to keep it current. Sunday Griffith, Heather Huntley, Marcia King Blandford, and April Dix will work on the website for the time being, but a formal sub-committee needs to be created with representatives from the UAC.

Assessment Reports – Penny Poplin Gosetti
Members of the UAC were presented with copies of the letters that are to be sent out to all of the colleges and academic support units whose assessment reports have been reviewed. These letters provide feedback on what they need to do to enhance their assessment processes. The committee reviewed each letter and provided its endorsement for each one. Letters for four colleges were presented to the committee and suggestions for improvement were given for each. The committee as a whole agreed to meet again next Thursday, January 27th from 1 to 2
pm to review letters for the remaining colleges so that all of the letters can be distributed by January 31st, 2011.

Four colleges were in need of assessors for their college reports. Those colleges, along with those individuals who volunteered to assess their respective reports, are as follows: College of Business Administration: Ron Opp and Kay Grothaus; College of Law: Barbara Kopp Miller and Thea Sawicki; Judith Herb College of Education: Sunday Griffith and Marlene Porter; and College of Arts and Sciences: Ron Opp and Connie Shriner.

Dr. Poplin Gosetti also made the committee aware that Learning Ventures and the Core Curriculum Committee are not being asked to submit assessment reports this year, but they will be required to submit a report by October 15, 2011 for next year’s assessment report review cycle.

The Assessment Report Committee is in need of a new chair. It was determined that Connie Shriner and Barbara Kopp Miller will co-chair the committee for the remainder of this year’s assessment report review cycle, and then a new chair would be selected.

**HLC Response**

Information that is needed by Connie Shriner for her Criterion III Self-Study Report will be emailed to those individuals who can provide what is needed. Packets were distributed to each member containing feedback from the previous HLC site visit and the university assessment plan that was submitted in preparation for the last focused visit on assessment. Discussion of these materials will be an agenda item for the next UAC meeting.

**Training and Development – Ben Pryor**

There are two upcoming workshops on using the Epsilen Assessment Portal. These will be Thursday, January 27th from 1-2 pm and Friday, January 28th from 10-11:30 am. These workshops are for all faculty and staff involved in assessing student learning and service outcomes. Ben also discussed some of the future goals of the training workshops. It was stated that if anyone needs help in developing student learning and service outcomes, and in using Epsilen to assess these outcomes, they could contact Peter You or Weiwei Cai. He then went on to discuss that all incoming freshman students will now be required to create an
ePortfolio. An Epsilen Users Group will be created for individuals who use the program frequently so that they can provide feedback to help further develop the product, and so that they can learn about new developments to the product.

**CLA – Sunday Griffith**
Sunday informed the group that the dean of each college will be responsible for finding fifteen native senior students within their college to complete the CLA. She will draft a letter to be discussed by Penny Poplin Gosetti at the upcoming dean’s meeting. The university’s plan for implementing the CLA is due by January 25th.

**Next Meetings**
The next regular meeting of the University Assessment Committee will be held on February 16, 2011. There will be a *special* University Assessment Committee meeting on Thursday, January 27th from 1 to 2 pm to review and endorse the remaining college assessment report letters.