University Assessment Committee Meeting – September 7, 2011

Attendance:
Brian Ashburner          Holly Monsos
Jamie Barlowe            Susan Pocotte
April Dix                Penny Poplin Gosetti
Anthony Edgington        Marlene Porter
Peggy Fritz              Nicole Porter
Heather Johnson Huntley  Barbara Schneider
Barbara Kopp Miller      Rebecca Schneider
Scott Molitor            Linda Smith

Vice Provost Report – Penny Poplin Gosetti
- Terry Romer will be joining the committee as a representative from IR. Sunday Griffith has moved to a new position within another office on campus.
- The University Survey Committee is being revitalized. They coordinate activities such as the NSSE (National Survey of Student Engagement), CIRP (Cooperative Institutional Research Program) and CLA (Collegiate Learning Assessment).

Assessment Reports Update – Barbara Kopp Miller for Connie Shriner
- A draft College Report Template was distributed for review and discussion. This would be an editable Word document for each liaison to complete. Barb will update the template to incorporate comments from the liaisons. A template for units will also be developed – this will be similar but the language will be updated and no grading will be required. Barb will get these out to liaisons by early next week.
- Contact Barbara Kopp Miller if you would like her to populate the list of programs into the template.
- Reminder: due date is October 1st. Reviews will begin immediately after that so that information can be included in the UT Self Study.

Website Update – Marlene Porter
- Marlene now has access to edit the assessment website. She has been working with Sharon Dietrich on the creation of the new site, and will notify liaisons when it is ready to be tested.
- We need ideas on resources to include in the “resource” section. Please send ideas to Marlene.
- A list of search terms was submitted to CCI.

Training and Development Update – Scott Molitor
- The group has come up with ideas for potential training topics. These include: development of a program mission statement, composing student learning outcomes, assessment methods, using assessment results to improve student learning, assistance for service units.
- FAQs for the website are under development. Penn State’s site is being used as a model.
- The group proposed that colleges be required to undergo some training if deficiencies are noted in the yearly report. As a compromise, we may choose to suggest specific topics in the feedback letter given to the College. It was also suggested that we use the term “professional development” rather than “training.”
- Penny will speak with Ben Pryor about training responsibilities for assessment within Learning Ventures.
Roundtable on Program Assessment

- Susan Pocotte and Barb Kopp Miller are working on updates to the graduate course approval form. Susan will also research the syllabus templates available on the web to see if they are the most current. She expressed concern that learning objectives are not listed specifically as a requirement on the templates.

Reminders:

✓ All UAC members should block their calendars for all day Feb. 27 – 28. This is when the HLC site team will be on campus. We will likely schedule a time for them to meet with the committee, but team members can choose to change the schedule at the last minute.

✓ Next meeting: Wednesday, October 5
  1:30 – 3 p.m.
  GH 3050