University Assessment Committee
Wednesday, Nov. 6, 2013, 1:30-3:30 p.m.

Attendees: Alana Malik, Emily Hickey, John Barrett, Barbara Kopp Miller, Marilynne Wood, Aimee Mendelsohn, Marlene Porter, Kristen Keith, Susan Pocotte, Sue Ann Hochberg, Terry Romer, Drew Scales, Holly Monsos, Scott Molitor, Cory Stine, D’Naie Jacobs, Mary Ellen Edwards

ANNOUNCEMENTS

UAC Chair Report

UAC Chair Barb Kopp Miller holds new position at UT as the Associate Provost for Online Education in the Field House. She will still be spending one day per week in College of Social Justice and Human Service.

Annual Report

Alana Malik sent out the annual report for review in mid-October but did not receive any comments. She will be resending the annual report on 11/6 and needs feedback no later than 11/8. She’ll present the report details at next UAC meeting on December 4.

Presentation schedule sign-up

The signup sheet for UAC liaisons to present their reports is going around at the meeting today. It is recommended that those who are more seasoned in presenting their reports go earlier in order to provide examples to those who are new. There will be three slots for every meeting from December to June. Alana will resend out the suggested guidelines from last meeting for presentations.

Vice Provost Report

Part 1- Timeline for reporting challenges

Program/College Reports – We are almost three weeks past the intended deadline. Twelve colleges/units have completed and turned in there reports, however, eight colleges/units are now in default. John Barrett proposed a new deadline of Friday, November 15 for the outstanding reports.

Peer Review Reports – Given the new deadline for outstanding program/college reports, the new deadline for peer reviewed reports will be Friday, November 27.

Reminder – If you are struggling with your reports, please reach out to the UAC liaison directly or the Office of Assessment for questions. Suggestions for the Peer Review Process can be found below:

Peer Review Process Suggestions

Go through and look at original source doc for each of the programs to see if agree on column rankings; don’t have to go through every single report; use liaison report first but just spot check on programs.

1. Check all tables.
2. Double check programs that received the best/middle/worst scores.
3. Review those program reports mentioned above to get a feel of how the liaison rates something.
4. Complete Peer Review.
5. Reach out to the liaison if having trouble understanding. Clarify communication because liaison has a historical perspective on the colleges, too not only what’s happening now.

DECEMBER MEETING AGENDA ITEMS – Reporting Process and Templates - Overall Peer Review Form, Analysis and Summary Report, Program Service Level Report

Part 2 – How do we want to set up the schedule for next year?

Please remember that we are a summer leading institution; fall and spring are included on each fiscal year report. Proposed deadlines for assessment 2014 can be found below:

Assessment Deadline OPTIONS for 2014

1.) September 15 or October 1 *Picked date
   a. Yes Vote - If we keep every template the same then the UAC liaisons can give a series of deadlines internally to help meet this deadline since they understand their people and culture.
   b. No Vote – These times don’t work very well since too many members are associate deans and this is a busy time of year, causing things to go in late. If we push the deadline later into the semester it will leave plenty of time for analysis. In the past, UAC liaisons had to ask for extra time anyways and with this deadline liaisons need to collect reports even earlier by Sept. 1.

2.) October 15
   a. Same as this year

3.) July 1
   a. Yes Vote -This new option would allow us to follow fiscal year reports and roll out with data right at the beginning of the semester. However, UAC liaisons will have to collect information in April before faculty members disappear for the summer and because some UAC liaisons are not 12 month appointments themselves.

4.) January 15, 2015
   a. Yes Vote – This time allows everyone to complete their assessment reports on contract with no beginning of the year rush. The biggest downside is that we’re gearing up for HLC visit. This amount of time would mean next round of assessment would include a 15 month cycle for the first round of data.
   b. No Vote - The problem is we would be off the academic year and moving into the calendar year. Possibly more work because accredited programs do everything based on the academic year.

5.) Stagnant dates. Different dates for 12 month reps, different dates for service reps, different dates for 9 month reps.
   a. No Vote - Annual Reports are due in the fall for most academic programs. Also busy times of promotion and tenure for mid-managers. Periodic reports due for those going through accreditation at any time during the year.
Decided Deadlines for Assessment 2014 Reports

October 1 – Hard deadline for liaison reports for 2014

With this deadline for 2014, it is recommended that each UAC liaison set internal deadlines for their program/unit depending on schedules of all involved. We will aim to have final template approval for report docs by February 5 UAC meeting to help with this process.

DECEMBER MEETING AGENDA ITEMS – Carrots and Sticks for Assessment - Do we need incentives to make sure there are consequences? Extracted in the budget process?

Office of Assessment, Accreditation, and Program Review Report

Blackboard Update

Blackboard Outcomes Demo will be held on Wednesday, Nov. 13 from 1-2:30 p.m. in Field House 1060. All are welcome.

Create SPSS file to analyze reports

Data is currently being entered in the SPSS files and we aim to have all data entered by the Thanksgiving Holiday.

Another reminder that if any program/unit/college needs help with tables the Office of Assessment, Accreditation, and Program Review can help.

Website

Initial outline and organizational structure has been drafted for Assessment part of website; the page will continue to be linked with UAC page but will be updated.

We aim to have the website completely updated by early spring 2014.

Awards Communication Plan

Previous award winners from 2012-2013 will be announced by the end of fall semester. The 2013-2014 award winners announced by end of next semester, plans are for April 2014.

Internal Grants

Office of Assessment is working toward creating internal grants for programs/units that want to enhance their assessment whether through retreats, extra hours, etc. We are still working out all details and whether or not in the budget to help, stay tuned.

Barbara Walvoord, campus visit April 1-2

Barbara Walvoord is the author of Assessment Clear and Simple and we have invited her to campus to speak and do an audit of our assessment processes in April, which will
correspond with April UAC meeting. Walvoord aims to help us not only with our assessment process for programs and service units but our committee as a whole; she’ll be providing us with a report card/check up on where are we relative to where we need to be with HLC.

Assessment handbook

The current template is too long and too hard to read so we are trying to make an assessment handbook to help those fill out the reports which we will cut in half so it’s not so overwhelming.

Assessment Institute Report

Marlene and Alana attended the Assessment Institute Report in Indianapolis on the first week of November. The day before the institute they attended some continuing education focusing on assessment service units; Barbara Walvoord’s clear and simple assessment – Student Services, Global Learning, and E Portfolio

OLD BUSINESS

Curriculum Tracking

We are currently working with IT in order to test the updated system and that they hope to have up and running by the spring 2014(First week of classes). Changes include:

- Ability to correct information through Dean’s signature – changeable until leaves college (Approval levels have been corrected)
- Boxes expanding to accommodate all text
- Added boxes to help explain edits/changes
- Text in black instead of converting to grey
- Once at registrar’s and entered into banner – email to initiator that the process has finished
- Print the document where you can read the whole thing

Program Review

Heather has been building the website. Click on website link for Program Review button and see full seven year cycle added. It will include deadlines for units doing program review this year; get us any suggested reviewers extended through Monday. JB created a preliminary list of who to ask; start to ask those who need to come in sooner.

General Education Assessment – Kristen Keith

Alana has organized a group of faculty involved in gen ed assessment that have met twice to discuss the process of collecting assessment data. So far, data that have been collected by departments (26) are in, 9 had collected data and 7 haven’t responded or came back with additional questions.
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We will work on coming up with a reporting process (form as general as possible) as well as a timeline. Our goal is to have something for Faculty Senate by the end of fall 2013 semester.

Upcoming Meeting Schedule

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<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wednesday, Dec. 4</td>
<td>1:30-3:30 p.m.</td>
<td>GH 3050</td>
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<td>Wednesday, Jan. 8</td>
<td>1:30-3:30 p.m.</td>
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<td>Wednesday, Feb. 5</td>
<td>1:30-3:30 p.m.</td>
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<td>Wednesday, March 12</td>
<td>1:30-3:30 p.m.</td>
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<td>Wednesday, April 2</td>
<td>1:30-3:30 p.m.</td>
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<td>Wednesday, May 7</td>
<td>1:30-3:30 p.m.</td>
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<td>Wednesday, June 4</td>
<td>1:30-3:30 p.m.</td>
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<td>Wednesday, July 2</td>
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<td>Wednesday, Aug. 6</td>
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