University Assessment Committee
Wednesday, Jan. 15, 2014
1:30-3:30 p.m.
Student Union Room 3018

Attendees: Alana Malik (AM), Emily Hickey (EH), Ming Liu (ML), Ken Davis (KD), Deborah Mattin (DM), Aimee Mendelsohn (AM), Barbara Kopp Miller (BKM), Laurie Mauro (LM), Marilynne Wood (MW), Drew Scales (DS), Tony Edgington (AE), Sue Ann Hochberg (SAH), Chris Roseman (CR), Holly Monsos (HM), Brian Ashburner (BA), Susan Pocotte (SP), Cory Stine (CS), D’Naie Jacobs (DJ), Cynthia Spitler (CS), Kristin Keith (KK), Llew Gibbons (LG), Scott Molitor (SM)

PRESENTATIONS

D’Naie Jacobs - Youcollege

UAC CHAIR REPORT

Annual Report

BKM – We aim to have the annual report completed by the end of February.

Awards Ad Hoc Committee request for volunteers

BKM – We have nominees from the Service Units and Academic Programs but now we need to form a sub task force. The task force will only have 1 to 2 meetings at most. Please let us know if you would be willing to be on this committee.

Feedback Letters

BKM – We are meeting Friday to kick off feedback letter and get content approved. It is our intent to give enough information that it will encourage the deans and managers to go back and look at the reports. We’ll send feedback via email and we wanted the letters out by the end of the month, however, that is before the polar vortex.

OFFICE OF ASSESSMENT, ACCREDITATION, AND PROGRAM REVIEW

Newsletter

EH – We would like to begin sending out an Assessment Newsletter in the fall/spring of every year. It will include information about upcoming assessment events, Higher Learning Commission standards, assessment trends, feature stories on successes, and more. My goal is to have the first draft out to everyone for approval by the end of the month so we can send out the finished product in February. Please help us forward this information to others not involved in assessment.

Executive Summaries

AM – We’ve passed out the executive summary reports for your area and put a second column next to it for comparative data against the institution as a whole. Please let us know if you have any questions. We’re hoping that it is pretty self-explanatory.
SM – I recommend we add NR for not reported percentages for each question.

AM – We’ll need to look back at the “Other” questions and what those all meant. For the majority, they did report but either didn’t understand or opted not to use the coding so when that happened we put them into ‘Other’ comments.

SP – I recommend we change the template for service units from where ever it says SLOs to service outcome; that was not changed from the academic template.

SM – Page 1 – EH, please make changes to the bottom title from “Assessment of Student Learning” to “Actions to Improve Student Learning.”

AM – It is our hope that next year we add another column for 2012-2013 and another 2013-2014 plus the institution.

BA – Once we have three or four years, can do a running average to the past years?

LG – Do we know how far back does Higher Learning Commission wants us to go? Why not use the columns to display the information.

AM – LG, that is a good question, I’ll look into it. Our next Higher Learning Commission visit is in 2015-2016; however, they are changing their processes. They don’t exactly know what that visit will look like. That visit is a clearinghouse for our documents to go onto a server that they can look through electronically. We don’t know if they’re going to look at documents online and video conference or if they’re going to actually come this time around. We’ll see.

Barbara Walvoord – April 1-2 Visit

AM – Although we don’t have concrete locations yet, I do have a tentative schedule in place for Barbara Walvoord’s visit April 1-2. Some things that the University Assessment Committee would like to know: We asked her to do a workshop for departments, specially targeting those that aren’t accredited but we aren’t excluding others that are; we also created time for her to meeting with Faculty Senate folks to talk about general education assessment. On the first day in afternoon, we will be doing a workshop for departments that have general education courses. We tailored a workshop to general education assessment to hopefully provide good tips. On the second day in the morning, we’d like to have an opportunity for randomly selected academic programs and service units to get extra special attention. I have already selected, at random, a program from every college or service units to participate. I’ll be sending out letters to program directors inviting them to participate. She’ll have opportunity to look at assessment stuff and talk through individually about what’s been going on in your program.

KD – Can you designate half days of when we should ask people to hold time?

AM – Departments – invitation for non-accredited/accredited (9 a.m.-noon on Tuesday, April 1); Departments with general education courses (2:30-4:30 p.m. on Tuesday, April 1)
AM – Wednesday, April 2 in the morning is when Barbara Walvoord will spend time with programs to review individually. I will let University Assessment Committee liaisons know which are identified soon. They will be chosen from those that aren’t accredited.

AM – The Assessment appreciation luncheon will be on Wednesday, April 2 from noon - 1:30 p.m. just before the University Assessment Committee meeting. We will present the Assessment awards at that luncheon and then hold our regularly scheduled meeting in the Student Union Room 3018 from 1:30-3:30 p.m. Barbara will be available at that meeting for whatever we want her to help and she will give us feedback on our committee processes.

BKM – Probably send her our past three annual reports to see how the University Assessment Committee has evolved.

AM – Yes, but my first priority is getting locations and letting those who are involved know and invite them to participate.

LG – So could this visit be described in some circumstances as an audit? Should we prepare for an informal conversation or prepare for a strict audit?

AM – I guess that depends on who you talk to. Dr. Scott Scarborough uses that word a lot. I understand the fear and anxiety that it produces. Dr. Scott Scarborough wants someone else to come in and look at what we’re doing and see if we’re doing it correctly, before the Higher Learning Commission arrives.

LG – If it is informal, it will expose doubts and fears. If it is an audit, come very defensive.

CS – Can we make a recommendation to the provost that we’re looking forward to the visit as a learning opportunity?

BKM – Yes, John Barrett can help us with that. This is how the University Assessment Committee feels and he will help us carry that message forward.

DJ – If it has already been stated, I was not here, but it would also be helpful for what dates do we need to have things completed. So maybe if it is more critical of a task, that we have plenty of time to get it all completed.

SM – We have internal deadlines and dates as a committee that we could continue to follow.

AM – I think Dr. Scott Scarborough is thinking of the Higher Learning Commission visit in 2015-16, so he would like to have someone else come and help us so that we have a year to get things together for the HLC visit.

BKM – Dr. Scott Scarborough was very clear this morning that he wants general education ready by the end of the semester so that is one deadline given.

SP – In addition, he also stressed to keep things simple. Don’t need to make it very complicated just keep your eye on what our outcomes are for student learning and can we improve it and if so how can the data inform it. Avoid twisting so much that we get
lost in the process. Maybe Barbara Walvoord could provide feedback on how to keep it simple.

AM – Barbara Walvoord has a book for reference. Dr. Scott Scarborough handed it out to Dean’s last semester. Barbara Walvoord does try to keep it very simple because she understands what accrediting body wants and what we need.

SAH – Can you provide the book to us?

AM – There are copies at the Carlson library and our office has a few copies to borrow. Deans also have a copy, somewhere.

June and August 2014 Meeting locations – Stranahan Room 2032

New report/rubric names

AM – I’ve gone through and updated last year’s assessment reporting documents and split them up into:

* Academic Level One 2013-2014 report template

**FEEDBACK**

*Page 1* – Please make the header more prominent and bold so we can tell the difference between all three documents (Report, Instructions, and Rubric).

Label the sections on the report just like they are on the Academic Level One 2013-2014 report rubric for consistency.

Also, add a field that they can fill out through the header/footer that they can fill out and it can be on each page of the report. It is through a text box.

*Page 2* – No changes

*Page 3* - Change language of #2 from “Worst Result” to “Needs most improvement” to help create a culture of optimism and assessment

*Page 4* – No changes

*Page 5* – After table “Which of these have taken place...” add another table called “Faculty Involvement and Review” to clearly identify faculty involvement. Take language from the Academic Level One 2013-2014 report rubric Page 1 under ‘Faculty Involvement and Review’ area. Include Levels 1, 2, and 3 on this table to help make lives easier for those reviewing.

*Page 6* – No changes

*Academic Level One 2013-2014 report template - INSTRUCTIONS*

**FEEDBACK**
Make the entire document a nonfillable PDF to avoid confusion between this and regular report.

Remove all tables that someone could fill out to avoid confusion.

Page 1 – Please make the header more prominent and bold so we can tell the difference between all three documents (Report, Instructions, and Rubric).

Page 2 – Remove area to fill out program name, date, etc.

Page 3 – Remove table to check student learning outcomes

Page 4 – Remove comments area

Page 5 – No changes

Page 6 – Remove entire table

Page 7 – Under Part Six. Add a section c2. for Faculty Involvement and Review piece we’re adding to the report.

Page 8 – Remove areas to check and only leave instructions

Page 9 – Remove areas to check and comments, and only leave instructions; don’t forget to add instructions section for Faculty Involvement and Review

Page 10 – Remove areas to check and comments

Academic Level One 2013-2014 report rubric

FEEDBACK

Page 1 – Move the Faculty Involvement and Review section in Communication of assessment results and Student Involvement sections in order to match table added to report.

Page 2 – No changes

Page 3 – No changes

Page 4 – No changes

Page 5 – No changes

Page 6 – No changes

Service Level One 2013-2014 report template

FEEDBACK – Mirror changes from academic level one 2013-2014 report template
Service Level One 2013-2014 report template - INSTRUCTIONS

FEEDBACK – Mirror changes from academic level one 2013-2014 report template - INSTRUCTIONS

Service Level One 2013-2014 report rubric

FEEDBACK – Mirror changes from academic level one 2013-2014 report rubric

AM – Level One is for those actually filling out academic program/service unit reports; Level Two is for the University Assessment Committee liaison peer reviewing each other’s report. Each report template comes with a report rubric and I’ve created two separate documents to help level one fill out their reports (Instructions only document and an example report).

AM – Level Two documents for peer reviews are now:

Academic Level Two 2013-2014 report template

Academic Level Two 2013-2014 peer review rubric

Service Level Two 2013-2014 report template

Service Level Two 2013-2014 peer review rubric

LM – Can we add scales to ratings on the instructions document for academic programs/service units? I had faculty making them up this past year. Would be helpful?

SM – Although they do have target performance. In the actions, in the document but should be added to the table.

AM – It is in the example and it shows that it is out of 7 if you read the target performance but I’ll make it more clear and put that it is out of 7.

Blackboard Learning Outcomes Update

AM – Barbara Kopp Miller, Justin, and I met and talked to the Blackboard folks yesterday. As you know piloting with Tony, right now with our two pilots groups. It’s going to take until we get to the reporting phase. Done the set up and now have to wait until the end of the semester reporting stage to see where kinks are, etc. Once we get to that process, we’d like to open it up to other programs. Difficult to say for sure right now because not sure if we’ll come up with many majors issues at this point. If programs are interested in getting involved, I’ll start with that group for fall 2014. Not something that’s mandatory we’re just not moving as fast as we thought we would. Also talked about that it might be easier to work with service units in the summer so that we can get that side of the program up and running a little faster than the academic side.

DISCUSSION
Round Robin

BKM – Does anyone have anything else?

University Assessment Committee – Nothing else.

UPCOMING MEETING SCHEDULE

Wednesday, Feb. 5  1:30-3:30 p.m.  SU 3018
Wednesday, March 12 1:30-3:30 p.m.  SU 3018
Wednesday, April 2  1:30-3:30 p.m.  SU 3018
Wednesday, May 7   1:30-3:30 p.m.  SU 3018
Wednesday, June 4   1:30-3:30 p.m.  TBD
Wednesday, July 2   1:30-3:30 p.m.  SU 3018
Wednesday, Aug. 6   1:30-3:30 p.m.  TBD