University Assessment Committee
Meeting Tuesday, January 26, 2016
8:30-10:00 am
Welch 111
MINUTES

In Attendance
Bin Ning (IRIM), Ellen Gold (SST), Kate Mehuron (CAS), Chris Karshin (CHHS), Matt
Hammond & Sanjib Chowdhury (COB), Beth Kubitskey (COE), Mary Brake (COT), Peggy
Liggit (FDC), Anne Balazs (Grad), Susann DeVries (Halle Library)

1. **Progress update**
   a. HLC update (see below) (Bin)
   b. SST (Ellen)
       i. Suggested that we bring in Leigh Gredon to discuss program plans, etc.
          and link to strategic plan, especially, about what is meant by
          "streamlined" strategic planning. For example, the strategic plan has
          been built into employee performance review, so we need to know how
          we are aligned, or not.
       ii. Meeting tomorrow (Wednesday) to discuss template for plans, etc. and
          how to engage in assessment beyond HLC.
       iii. Name: SSAC – Student Success Assessment Council
   c. CAS (Kate & Doug)
       i. QR Gen Ed Assessment is using Canvas for training math faculty and to
          build ways to use Canvas. This is a coordinated effort with FDC with the
          goal of creating leaders in assessment. This will become a model for
          others who need to train instructors.
       ii. Working on website, especially for purposes of continuity with
          University Assessment website.
   d. CHHS (Chris)
       i. Programs will gather to share best practices
       ii. Bill Jones will provide more training on Canvas, classroom and program
          assessment.
   e. COB (Matt & Sanjib Chowdhury)
       i. Used Canvas in the fall for some assessments, and the results have been
          generally positive so far.
       ii. Planning to explore ETS major-fields test. Bin suggested: how to make
          the students take the test seriously, something more "high-stakes" test.
          There was discussion about ways to encourage students.
       iii. MBA team and BBA team both help with assessment at both levels, and
          they are setting up a system that involves Canvas.
   f. COE (Beth)
       i. AACTE (Teacher Education) has an online campus courses workshop on
          continuous improvement. The first two are free to take (e.g., using data
          for improvement). Designed for three weeks each. There are four more
          that are specific to Teacher Education. If interested, contact Beth and she
          will send the link.
       ii. Diversity Committee for examining the issues at the college level.
   g. COT (Mary)
       i. Four programs want to go up for ABET accreditation, so talking to Bill
          Jones to create more effective ways to collect student performances, etc.

Goal is to put materials in common place in order to provide access for all instructors, especially new people.
h. FDC (Peggy)
    i. Assessment for QR (see above)
    ii. Exploring a larger scale training program. Planning to have May's Assessment Institute to focus on Gen Ed.
i. Gen Ed (Doug & Kate)
    i. The GESA has collected more plans than the past two years. Will focus on soliciting reports and continuing to build the system.
    ii. Continuing to build program assessment, and it's getting larger and will need more support.
j. Grad (Anne)
    i. Carnegie reclassification of EMU as doctoral university
    ii. Examining ways to understand more dissertation process, so would like more access to assessment activities across colleges. So, need greater role in knowing how assessment occurs, especially understanding where EMU stands compared to other institutions.
k. University Library (Susann)
    i. Working on how library has supporting courses with Canvas and research guides, etc. Report recently received with very positive results—more to come.
    ii. Kate suggested that Halle be closely linked to HLC.

2. Update on HLC committee(s) (Bin)
- National Survey of Student Engagement: Bin will send an email by Friday to the associate deans for marketing this. The goal is to push the response rate higher than in the past. Susann has made a commitment to market the survey in the library. Mary suggested that the email should come from an emich address so that it does not look like spam.
- We are still considering having the visit. Steering Committee will discuss.
- HLC visit is Oct. 23-24, 2017. All teams are making progress toward the goals. Will have highlights by April. Steering Committee meeting this Thursday – will look at HLC portal.
- We need a writing schedule and clarity on process for soliciting information from colleges, programs, etc. Will discuss this with the Steering Committee.
- Susann raised question about role of library and how it connects with the HLC expectations. Kate suggested that Susann be on a team (either #3 or #4).

3. Follow-up on operationalizing ideas from the close-the-loop retreat (November) and discussion at December meeting (see below)
- Continue to work with colleagues and programs to develop capacity to show how data informs decisions and how to track the process, at least to the degree that we can write about it. Kate reminded us to ensure our actions are not top down.
- Possible next step: Identify 1-3 data categories and develop and implement corresponding actions for improvement/adjustment.
- Share more about how programs are closing the loop within colleges and Student Success. Similar to what Chris planned for CHHS in January: they planned to share their practices and encourage discussion among participants.

- Need to continue learning more about how university's strategic plans fit across SST and colleges.
- Continue to improve examples we post to our websites and to examine how we are represented. Also, how do our stories demonstrate consistency and intentional (Peggy). Ellen suggested that we define closing the loop or continuous improvement on our websites, and some examples. Matt suggested that we continue to evaluate the changes also, documenting that.
- Explore Canvas for assessment. (Peggy to talk briefly about QR training plans.)

4. Revisit Plans for Winter
- Revise template for reports and clarify purpose for annual reports
- Build capacity to close the loop and make process visible, particularly improving on how we document that these types of changes occur; and how we evaluate the changes we do make.
- Continue to align college plans/actions with University strategic plan.
- Prepare for either preliminary review in fall 2016 or some event or process that will support everyone's efforts to prepare for HLC and to build sustainable assessment practices.

5. Brief discussion on college-based program review (Beth)
- As planning for HLC report, what are the processes for program review? HLC Team #4 is working on this.
- What type of data might colleges want from IRIM?
- Kate described how CAS, for example, approaches program review: template from Dean's office to department heads, and then to coordinators. It's a collaborative effort between Dean and departments—for example, how to learn how to use the academic decision tool.
- How can the University create a list of items that should be addressed? For example, the role of University strategic plan, college strategic plan, role of program review, etc.? In other words, how do we get proposals to move toward action? This is a question for Rhonda Longworth or Jim Carroll, who are in positions to instigate formal change.
- HLC states that institutions conduct program reviews systematically. For example, what happens to program reviews as it goes through the process? We have a decentralized approach, but the questions remain. Right now, there is an unevenness across colleges in how program review is instituted and for what purposes; a systematic model should be agreed upon and distributed.
- Some colleges with accredited programs are using those reports as program review.

Next UAV Meetings for Winter 2016 (Welch 111, 8:30-10:00): Feb. 16; March 22; Apr 26