

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

In Attendance

Beth Kubitskey, Chris Karshin, Bin Ning, Peggy Liggitt, Mary Brake, Anne Balazs, Susann DeVries, Kate Mehuron, Ellen Gold, Sanjib Chowdhury, Doug Baker

1. Progress update

- a. CAS (Kate)
 - i. Planning to work with Bin's office to build a more dynamic webpage, especially for submitting and archiving reports.
 - ii. GA allocation plan and its link to assessment – a quality metric
- b. CHHS (Chris)
 - i. Assessment group met last month to review reports. Notes will be collected and a report will be submitted to program coordinators.
 - ii. This type of information across programs will become part of CHHS's annual report submitted to UAC.
- c. COB (Sanjib)
 - i. Two committees that focus on assessment (undergrad & MBA). They have a five-year window before next accreditation, and they have begun pilot assessments around six goals. Each goal will be assessed twice during the five years.
 - ii. Canvas will assist with assessments. The main challenge: execute assessments in *all* classes. Working to distribute assessments beyond one of the main courses, a capstone (490).
- d. COE (Beth)
 - i. Working on draft for the accreditation (CAEP) report. A focus: solidify continuous improvement model by providing feedback loop. Also developing mechanism to gather information about “completers” feedback.
 - ii. Planning to develop teacher impact studies (new person, also named Beth, will be coming from U of M).
 - iii. CAEP visit will probably be November 2017—first week.
 - iv. Also attended Saginaw Valley's CAEP visit as an observer.
- e. COT (Mary)
 - i. Tested labs reports turned into Canvas. Discovered that cannot print but can collect frame shots, and this is a dilemma because everything has to be hardcopy for accrediting body. May need to contact Canvas people to ask for reprogramming in order to print.
 - ii. Questions: How to contrast assessment of program and assessment of student learning in order to guide faculty through both?
- f. FDC (Peggy)
 - i. Assessment Institute (coordinators: Peggy, Doug, John Koolage, and Maria Milletti) will focus on Gen Ed assessment. We plan to follow up next year with another one that focuses on GE.
 - ii. Working to create leaders in Gen Ed assessment, including learning how to talk to colleagues, etc.
 - iii. Will include Canvas as much as participants want—there are models (e.g., First-Year Writing; CTA 124—Speech; and Quantitative Reasoning group).

- iv. Planning team and cognitive coaches can help participants plans and to complete.
- g. General Education Program (Doug)
 - i. As it concludes its second year, the GESA has made progress.
 - ii. Will plan to have three main speakers on leadership of assessment: Doris Fields, Stephanie Casey, and Maria Milletti; also, at the administrative level: Bin Ning, Chris Gardiner, and Kate Mehuron.
 - iii. COE (Beth) said that the one course taught in the college could contribute.
 - iv. The GESA needs members from COB, COE, COT, and SASS.
- h. Graduate School (Anne)
 - i. Grad School has met with CAS as a representative college to learn more about how to integrate interests around assessment of student learning. These conversations will continue, particularly for purposes of exploring assessment interests and links.
 - ii. Anne talked with Caryn Charter (HLC Team #3) about what will be needed for HLC report. For example, how do programs state learning outcomes and can a claim be made that it is part of the process?
 - iii. We will continue to explore possibilities of building more links with assessments and course revisions/proposals, etc.
- i. Student Affairs & Student Services (SASS) (Ellen)
 - i. Assessment Council meeting (tomorrow, April 27) to discuss direct and indirect assessments. Will encourage some departments to do assessments in both; however, not all programs will. Some may focus mainly on indirect assessments.
 - ii. Modification and reconstruction of report will be discussed and hopefully agreed upon.
- j. University Library (Susann)
 - i. Met with Peggy and Kate, and a few other faculty members, to discuss how Library can contribute to HLC Criterion #3. Susann is willing to meet with team leaders.

2. Update on HLC committee(s) & HLC Conference (Bin)

- HLC Steering Committee will meet on Thursday, April 28 to discuss progress this academic year. There is solid communication between HLC committee and UAC.
- By fall HLC will do another review of EMU's finances.
- HLC conference: HLC continues to focus more on federal expectations and demands.
- Reauthorization of Higher Education Act may happen in 2018. Congress will ask a lot from universities: transparency, accountability, institutional effectiveness, learning outcomes, etc.
- At the conference, many presentations focused on assessment.
- Kate suggested that Bin send the power point presentation.
- Ellen, who also attended, suggested that we select more people to be involved, etc. so we can better prepare them.

3. Reporting and Evaluating – Next Steps – **Send Doug any suggested revisions. Reports DUE June 30.**

- Revisions of Template for Reporting
- Determine due date for report

4. 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.
- Share more about how programs are closing the loop within colleges and SST.
- Continue learning more about how university's strategic plans fit across units.
- Continue to improve examples we might post to websites.

6. Revisit Plans for Winter & Summer 2016

- 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.

Next UAC Meetings

We will have a meeting TBA in June