

University Assessment Coordination Committee

8:30-9:30am, Monday, May 6, 2013, McKenny 350

Meeting Minutes

Attendance

Bin Ning, Doug Baker (CAS), Peggy Liggitt (FDC), Kate Mehuron (CAS), Barb Scheffer (CHHS), Wade Tornquist (COT); Ellen Gold (SSAC); Chris Foreman (Gen Ed); Jon Margerum-Leys (COE); Tara Fulton (Library)

1. Update and progress check (All)

- a. **HLC site visit update** (Bin): The visited an institution elected to use new criteria. The main lesson: we need to follow through the whole four steps (planning; assessing; reporting; closing the loop) and have a clear plan. The most frequently asked question: How did you 'close the loop'? (Example: how did you make curriculum or pedagogic changes based on assessment?) So use these with our own college teams, and have documentation. Second lesson: the importance of showcase. Three parts of showcase: website critical; visual examples of assessment reports in big print on easels in all rooms (during site visit); need core group of faculty who can talk about assessment, so we need people who can talk about assessment. There are three main areas HLC observes for improvements: pedagogy; curriculum; collaboration among programs—one of the challenges during the site visit faculty acknowledged: how to assess interdisciplinary approaches.
 - i. Discussed how we will continue to build website under continuous improvement model. We need to use 'continuous improvement' as a key phrase.
 - ii. Emphasized need for all to learn how talk about assessment, including distinguishing among ways assessment works, etc.
 - iii. Talking points (e.g., planning, assessing, reporting, and closing loop) will come from this committee to support the work of programs, etc.
 - iv. Strategic planning discussed: mission, vision, etc. Ellen and Bin updated when the plans will be presented to board of regents.
 - v. Getting more people engaged in discussions is important: get more people to be able to discuss assessment. Ellen gave an example of people working in teams so that more than one person becomes knowledgeable, etc. Her group is mapping how to review plans, how to discuss across people of how to support, build, etc.
- b. **Summer Assessment Institute** (Peggy and Doug): May 16-17. 26 faculty will attend (Kate and Chris also said they plan to attend)—calling it a 'workshop' not an institute. How will assessment relate to their coursework and programs, etc. Faculty need to hear how their work fits into the larger picture of assessment. Bin encouraged Peggy and Doug to keep all documentation.
- c. **SSAC summer assessment retreat** (Peggy and Ellen): May 22. Ellen describes what the parts will include. Programs will work on assessment plans, and programs are encouraged to send a team and to bring previous assessment documents/inventory. Bin encouraged Ellen to keep all documentation.

- d. May-June document submission processes (All): Below are the three parts should be part of the June 30, 2013 submission to Bin (these can be found in minutes from October 22, 2012 meeting). We discussed the need to present a range of programs, examples, etc. There two options by which each program can satisfy Bullet list #3: (1) Each unit select 1-2 samples from each main discipline area (e.g., CAS has three main areas: Letter, Arts, and Sciences; CHHS can submit 1-2 example per school...), or (2) Each unit submit as many reports of programs that we want; the committee can then select random programs to review. The Committee is leaning toward the first option.

From October 22, 2012 Minutes:

The University Assessment Committee agreed that by June 30, 2013 (after Dean's approval) – Each unit (i.e., 5 colleges, General Education program, Library, Student Support Group) should submit:

- A draft of unit-wide process-level planning for assessment (NOTE: the next stage of planning is how each program will do the exact) **Page limit: 2-4 pages**
- Summary of highlights of achievements in assessment **Page limit: 2-4 pages**
- Examples of assessment plans and reports

- e. Other updates (all)

2. **Review general education assessment document and what are next steps** (Chris)*: **For next time, or a meeting dedicated for this.**

*Note: we started the conversation last month but it was very brief.

3. **Summer work plan** (all). Bin will plan a meeting for early June and August, the latter to plan for fall.
- a. Tuesday, June 11 at 9:00-10:30am: Will examine Gen Ed assessment as one item at the beginning of the meeting
 - b. Monday, August 12 at 9:00-10:30am

Future agenda items

1. CurricuLog Demo
2. Fall assessment event