

University Assessment Committee Meeting
Thursday, June 23, 2016
8:30-10:00 am
Welch 111
Notes

In Attendance

Beth Kubitskey (Skype), Chris Karshin, Bin Ning, Peggy Liggitt, Anne Balazs, Susann DeVries, Doug Baker

1. Progress update

- a. CAS (Doug)
 - i. In process.
- b. CHHS (Chris)
 - i. Turned in report.
- c. COB (Sanjib)
 - i. In process
- d. COE (Beth)
 - i. In process.
- e. COT (Mary)
 - i. Turned in report.
- f. FDC (Peggy)
 - i. FDC does not turn in report.
- g. General Education Program (Doug)
 - i. In process.
- h. Graduate School (Anne)
 - i. Are colleges using graduate examples?
 - ii. Mainly, including operational procedures (e.g., how to track) will be included.
 - iii. Dissertations and theses: working on electronic submissions and quality control (e.g., revising manuals for submission and changed editors).
 - iv. Bin: From a reviewer's perspective we need to prepare examples and stories from both sides (i.e., from Grad School and from colleges).
- i. Student Affairs & Student Services (SASS) (Ellen)
 - i. Ellen is working on it.
- j. University Library (Susann)
 - i. Waiting for some items from faculty.

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

- HLC want to know what competence-based programs EMU offers. Chris Shell is responding to HLC's inquiry.
- Criterion teams have summarized first-year progress. We have sent a report to Interim Provost: the first-year progress is on schedule. Bin also updated all deans on what might be needed from them. The Provost is closely informed.

3. Responding to Reports

- Response template needed – Doug will send draft for update.
- Responses due July 31.
- Anne will read college reports and respond to graduate examples, etc. So, look for a theme, strengths, weaknesses, and a request for next year.

- So, Bin, Peggy, and Anne will read all reports (Anne will focus on graduate); Other committee members each will read one report from another unit. Therefore, every report will be read four times.
- Look at the pattern across time (Peggy). We discussed how to use information from past years to see patterns and to see what has been accomplished, etc., particularly with the change in leadership, etc.

6. Plans for 2016-17

- UAC accomplished quite a bit this past year. For next year, need to continue building communication about HLC, etc. Peggy suggested building a one-page overview of assessment and accreditation (e.g., what Decky Alexander and Georgea Langer did in the past).
- Anne attended the Michigan LEAP meeting. Recommendations: include more faculty and the importance of Faculty Development Centers, including how general education is valued and the value communicated. So, this is another example of how we need to create a message, which includes examples and a statement.
- Include Faculty Senate.
- Continue to strengthen connections among FDC & Library with colleges and Student Affairs, etc.
- Bin suggests the following:
 - Next year the work by the committee is critical to the HLC site visit. Our goal is to get through this accreditation successfully without any concerns or follow-ups by HLC. We need to wrap up everything by August 2017.
 - Each college and Library, Student Affairs, General Education Program, and Graduate School: Need solid evidence for each of the value of assessment work. Assessment is a culture of the institution (and we have documentation). We need to show overall approach—especially the improvement of teaching and learning part. Those stories will support the criteria teams. Then we can show evidence to the site visit teams. This information can be shared across colleges, etc.
 - Beth suggested the need for deciding on which information can be public and which private, or password protected.
 - Need “elevator” speech about assessment. So, the basic questions about assessment will have answers that we use.
- Timing: Next year’s reports will be needed to be done earlier (e.g., May 30), so the criteria teams can use the reports with evidence—especially, Team #4 (assessment). Build into the template for next year on how the last four years have gone, etc.
- Peggy pointed to communication campaigns that were successful: Gmail transition and Canvas. So, these are examples that we might follow for assessment. Anne described how to encourage messages and examples, and how to invite people to participate in these conversations and investigations. So, we need to continue to learn how to educate and encourage participation, a “coaching,” as Anne said. Consider a list of action steps that we will use.

Next UAC Meetings

Consider starting at 9:00 for meetings next year. There will be no meeting in July; Gale will schedule one meeting for August.