

University Assessment Coordination Committee
8:30-10:00am, Tuesday, October 22, 2013, McKenny 350
Meeting Minutes

Attendance: Bin Ning (Convener), Beth Kubitskey (COE), Doug Baker (CAS), Peggy Ligget (FDC), Chris Karshin (CHHS), Kate Mehuron (CAS), Mary Brake (COT, substituting for Wade Tornquist), Susann DeVries (Library), Ellen Gold (Student Success), LaVerne Higgins (COB)

Electronic Data Management System for Assessment

The meeting started with active discussions on using technology support for assessment. It is clear the need of technology varies from one college to another, from accredited programs to non-accredited programs. The Committee decided to dedicate part of the meeting time in November to hold a more comprehensive discussion about the issue.

Progress Updates

- Follow-up items from last meeting: (1) Bin, Peggy, and Doug met in early October and developed a draft template for submitting annual assessment report at the College/Unit level. (2) Bin pointed out that the Provost stated that assessment is important; that it has strategic importance. Bin will continue to urge Provost, during one-on-one meetings with her, about the importance of assessment.
- Doug Baker and Kate Mehuron (CAS) described a webpage in development to showcase CAS's efforts in assessing student learning. Also, Kate discussed the eventual need for university software to help manage data.
- Ellen Gold (SA) described how the 22 departments in SA have access to a "briefcase," which is simple and useful. "Student Success" update: all have submitted their inventory, including first draft of three-year plan; will do training with them on how to review plans that were submitted
- Chris Karshin (CHHS): the college has created and distributed curriculum map; and has listed six programs that are planning to turn in complete reports.
- Beth Kubitskey (COE): the date has been moved for CAEP by one year. Update on LiveText and use of it.
- Doug Baker for Chris Foreman (Gen Ed): described update on planned survey. Ellen said that she could help distribute survey.
- Suzanne DeVries (Library): stated that it is working on a five-year plan. Peggy will talk with Suzanne about how to assess SLO.
- LaVerne Higgins (COB): she is working to change documents to reflect the change of standards by its accrediting body; looking at portfolio systems to help track data, especially so students can upload to the system in order document.
- Mary Brake (COT): discussed how all programs have turned in reports and someone has done an initial analysis. Some of the items are not assessable, so they are working on making the items are measurable.

Other Discussions:

- **Need for Continuous Faculty Training for Assessment**

Several members indicated the need of having a continuous and more accessible training model for assessment. The summer assessment institute did help a lot but it limits the participation of certain faculty members due to schedule conflict. Using Webinar or other form of training that allows a self-paced training may be more suitable. Some college/department-based training is useful as well. Peggy will continue to look into different training format/opportunities.

- **Review Draft Report Template** (all).

The Committee will review and further discuss the annual report template during its meeting in November. Bin will revise the language so that the template can fit into the context of assessment in different units (e.g., academic unit vs. student support unit).

- **Potential Support from Bin's Office and Peggy's FDC.**

There is a SMALL budget available at Bin's area and FDC that can potentially support assessment activities. Bin's budget will focus on supporting new assessment initiatives, while FDC can support faculty members who participate in assessment trainings.

University Expectations for Assessment

In responding to the question from Dr. Jeanne Thomas, the Committee decided to develop a mission and vision for university assessment. Bin will do some research before the next meeting.