

**University Assessment Committee Meeting**  
**Tuesday, December 15, 2015**  
**8:30-10:00 am**  
**Welch 111**

**NOTES**

**In Attendance**

Chris Karshin (CHHS), Susann DeVries (Halle), Bin Ning (IRIM), Peggy Liggitt (FDC), Beth Kubitskey (COE), Kate Mehuron (CAS), Mary Brake (COT), Anne Balazs (Grad), Doug Baker (CAS & Gen Ed)

**1. Progress update**

- a. HLC update (Bin).
  - i. HLC visited off-campus sites and EMU was reviewed well.
  - ii. HLC submitted financial review report recently, providing context and laying out strategies for improving.
  - iii. Quality Initiative Project (academic advising): Just finished collecting data that will be submitted to HLC in about a year. Beth suggested that data needs to get back to advisers, and Bin said he will talk with Rhonda, etc. to ensure use of data for advisers.
  - iv. Bin worked with Dave W. on project of faculty qualifications for HLC, particularly audit. Primary focus is on part-time checklist. Mary suggested sending checklist to colleges.
  - v. State of MI will become a LEAP partner state, which has implications for assessment practices. So, for example, learning outcomes may be impacted.

FYI. LEAP-MI partnership announcement page:

<https://www.aacu.org/leap/states/michigan>

- vi. From President's office: build assessment measures into strategic plans. This will elevate the importance of this committee.
- b. SST
- c. CAS (Kate & Doug)
  - i. Program review: many are doing well on closing the loop. Also, assessments geared toward graduate programs.
  - ii. CASAC continues to respond to reports/plans for programs' assessments. Goal is to have at least 65% participation (annually: 60% reports; 80% participation). The committee continues to solicit reports, etc. The key is supplying encouragement and providing information.
- d. CHHS (Chris)
  - i. Social Work Program accredited for 8 more years. Great job! The PA program is in the midst of accreditation also.
  - ii. Program directors will meet in Jan. to discuss best practices; Feb. reports will be turned in; CHHS will respond in March.
- e. COB
- f. COE (Beth)
  - i. Program review: Ed Leadership will devise template and discuss with council—goal is to make is useful and concise. The program agreed to do this.

- ii. Three data points COE is working on: dispositions (try to make it more important); satisfaction survey for principals and administration of it in March; organization of LiveText data at student level (“student profile”), which will allow us to look over time. Goal: everyone should pass student teaching: so, look at students’ strengths and weaknesses to gain insight how to better support them through their program.
    - iii. Discussed level of dissertation quality for PhD program. Beth will continue to talk with the program. Susann mentioned efforts of the Library in supporting the program.
  - g. COT (Mary)
    - i. Program review template is being revised to include more on assessment.
    - ii. Some programs will go through ABET. They are working on forming some type of model for soliciting and reporting on assessment.
  - h. FDC (Peggy)
    - i. Gen Ed assessment training for instructors: model for training; working with eLearning. FDC will play a key role.
    - ii. Feb. 5: Quantitative Reasoning instructors will get training on rubrics, etc. There will be an honorarium for participants.
    - iii. Bin: pending outcome of state on LEAP, FDC might be part of this development.
  - i. Gen Ed (Doug & Kate)
    - i. Re training that Peggy mentioned, Kate has drafted a form for feedback about the training. Goal: issue a call to see who emerges as leaders for Gen Ed assessment.
    - ii. Potential committee for CAS and Gen Ed to encourage more participation and develop more capacity.
    - iii. GESA continues to solicit assessment plans
  - j. Grad (Anne)
    - i. Gathering data about how programs assessing, etc. Grad School working to better understand how to support and publicize.
    - ii. Marketing research about demand could work in tandem with assessments
    - iii. Addressing requests for workshops on writing, quantitative reasoning, research design, funding, etc. So, planning to build programming for grad students.
    - iv. Addressing petitions for extensions and how to better communicate about deadlines, etc. This effort is especially importance for quality.
  - k. Halle Library (Susann)
    - i. Three-year assessment: On final stage—survey.

**2. Update on HLC committee(s) and discussion of how we should inform people about the preliminary visit (Fall 2016) and the actual [October 2017](#) visit (Oct. 23-24, 2017).**

- We will have information about the preliminary visit in February.
- Peggy suggested an internal visit (similar to “Snapshot,” which was done last time for accreditation).
- Kate suggested the need to keep momentum toward HLC.

### **3. How can we operationalize some of the ideas from the retreat (November)**

- Closing the loop – continue to inform how to use data to come to conclusion and develop a message that we use across the colleges, esp. within our colleges. Kate suggested that we need to carefully consider whether or not to do this—especially ensuring it is not top down.
- Each program/department identify 1-3 data categories and develop and implement corresponding actions for improvement/adjustment.
- Work on cultivating assessment (e.g., for Gen Ed) with programs. Stop introducing things until after HLC visit. Get more buy-in before suggesting new items or proposals.
- Share more about how programs are closing the loop. Similar to what Chris will do in CHHS in January: they will share their practices and encourage discussion among participants.
- Continue to explore Canvas to see how it can be used for assessment.

### **4. Plans for winter**

- Template for reports, and clarifying purpose for annual reports
- More in building in discussions on closing the loop (building capacity within our colleges). How we might build into existing structures for purposes of building capacity.
- Discuss what will constitute the preliminary visit in fall 2016
- Dr. Sanjib Chowdhury will serve as the interim associate dean for COB starting in January 2016. He should be invited as COB representative on UAC.
- Gale will help schedule meetings in winter from January through May 2016.