

## University Assessment Committee

8:30-10:00am, Tuesday, December 16, 2014

### Welch 111

#### Meeting Notes

#### In Attendance

Chris Karshin (CHHS), Beth Kubitskey (COE), Wade Tornquist (COT), Bin Ning (IRIM), Peggy Liggitt (FDC), Doug Baker (CAS), Matt Hammond (COB), Ellen Gold (SSAC)

#### 1. Action Plans for 2015 (All)

##### a. Finalize and prioritize activities (see handout for more details)

- i. Assessment Needs Survey (Jan-March) from faculty and Student Success (Ellen said she would like a survey to go through Campus Labs)
- ii. Academic Assessment Institute: 2-day event. Peggy describes possibilities, including providing time for teams of colleagues to work together. Need help from deans to recruit for institute—April 30-May 1. Beth said that she will encourage COE faculty to attend in order to prepare SPA reports.
- iii. Possible Assessment Forum in Fall. Might be smaller scale and more focused. Will consider calling for proposals to invite others. We will discuss this more in winter.
- iv. Canvas assessment module training. EMU has already purchased the assessment module, so pilot projects will be encouraged. Meeting on January 8 with Bill Jones. CHHS and COB (part of its five-year plan) are interested, among others.
- v. Gen Ed program assessment. Doug provided update (Gen Ed Institute planned). Ellen suggested that someone from Student Affairs should be on the committee (especially since it is linked to LBC), and she will suggest a person.
- vi. Webpage construction and coordination. Need coordination among university site and colleges (CAS, etc.). If there is anything that should be visible, contact Bin, who has staff that can support our goals, etc. In winter one of the University Assessment Com meetings will look at the different sites.
- vii. Review and revise annual report guidelines and forms. Beginning Feb-March consider suggesting any further guidelines for the form used. Discuss the rubric (e.g., how well report written vs. how well assessment system is constructed) and coordinate across University Assessment and colleges. Beth raised questions about what resources are needed to complete assessment reports, etc. The cost and quality assessment are linked. Ellen mentioned that the document for reporting does not adequately address the complexity of SSAC; Bin said executive summary, etc. will suffice—he acknowledged the complexity.
- viii. Discussion on recognition of contributions to assessment. Build it into the systems. Will talk more about it in winter.

- ix. Discussion on SEDA certificate—Staff and Education Development Association, an accrediting body for universities with professional development programs. Peggy describes the potential. She and Bin will continue to talk about next steps (e.g., maybe focus on assessment). Search term: seda uk.
  - x. Ellen will meet with her group today and will talk about other potential items. Right now, mid-year “pulse checks” for all departments. They are working on next steps beyond data collection. She described an example of how one group is working to use data and will present at a conference at U of M. Ellen will email Bin if other suggestions.
- b. General timeline for each activity
- i. Jan-May to discuss current year
  - ii. Then in fall – begin to focus on themes (e.g., using data to make improvement; or, applying technology for assessment; or, Gen Ed assessment, etc.).
2. Meetings in Winter 2015 term
- a. Fourth Tuesday of each month – see calendar
  - b. Next meeting: 8:30-10:00am, Tuesday, January 20, 2015