

University Assessment Coordination Committee

8:30-10:00am, Tuesday, December 17, 2013, McKenny 350

Meeting Minutes

Attendance

Peggy Liggitt (FDC), Bin Ning, Beth Kubitskey (COE), Doug Baker (CAS), Chris Karshin (CHHS), Wade Tornquist (COT), Susann DeVries (Library), Ellen Gold (SSAC), Kate Mehuron (CAS),

1. Fun Activity

Thanks go to Gale and Peggy who prepared snacks and fun activities for the committee.

2. Progress update (all)

- a. Bin described recent progress on the assessment website. He will upload annual reports submitted last June (other than some of the appendices). He made an update about progress in assessment to all deans, department heads, and school directors.
- b. Beth raised questions about posting data on website, particularly in terms of Human Subjects. This question suggests issues that we need to consider: purpose for posting; how outsiders will view data; etc. She also described state report she recently wrote for COE and how it informs continuous improvement.
- c. Meeting with the Provost. Doug described meeting with the Provost, presenting a document that could become a template for talking with others. We need to continue to demonstrate our perspective of alignment and build support from others, especially Provost, among others. We also need to include all parts (e.g., Faculty Development Center).
- d. Gen Ed survey. Bin briefly describes survey process (received over 50% participation of those surveyed).
- e. CAS: Doug and Kate update on response to programs' assessment reports. Bin emphasized that we all need to be able to describe the overall data process and how we are using the data for improvement (as an outside reviewer, Bin stated that this is critical). Also suggested that university should consider offering template syllabi, particularly for student learning outcomes, although other common issues could be addressed (e.g., plagiarism, attendance, etc.), or links to the issues or resources (e.g., Writing Center, etc.). Peggy suggested that we might consider making syllabi public.
- f. Student Affairs. Ellen stated that most of the programs have their three-year plans completed. Assessment liaisons have set up meetings to review all documents submitted. The process Ellen described is how they are working to "spreading the knowledge" (of assessment). One caveat for all us: can we create a shared calendar, particularly so we keep each other informed when, for example, we plan to survey students ("we don't want students to have survey fatigue").

3. Conversation about using technology—Kate will post a question on her national CAS dean's listserv to ask the question about what technology they are using for assessment.

4. Plans for Winter 2014. We scheduled all meetings for last Tuesday of each month, except for February. The dates are on the calendar.
5. Spokespersons for the group: Doug Baker (Academic), Ellen Gold (SSAC)
6. Specific items to follow up
 - a. Assessment Logo (Bin)
 - b. Use of technology (Kate)
 - c. 2014 Assessment Institutes (Peggy, Doug, Ellen)
 - d. Template for course syllabus that highlights learning outcomes (Doug, Peggy?)
 - e. LEAP among Michigan Public Universities (monitoring item)
7. Next meeting
8:30-10:00, Tuesday, January 28, 2014.

Thank you for your contribution and Happy Holidays!