

University Assessment Committee
Meeting Minutes for Friday, November 16, 2012
11:00-11:50 a.m., Peace Garden, Memorial Union

Present: Margaret (Peggy) Andersen, Jeffrey Boyer, Kevin Brooks, Ann Clapper, Jennifer DeCock, Julie Garden-Robinson, Brenda Hall, Bunnie Johnson-Messelt, Larry Peterson, Scott Pryor, Bruce Rafert, Bill Slanger, Chad Ulven, Mary Wright. Recorder: Kelly Hoyt.

Unable to Attend: Elizabeth Skoy and David Wittrock

1. We approved the minutes from the October 19, 2012 meeting as distributed by email on October 22.
2. Follow-up on action items from the October 19 meeting.
 - Guide for Reviewers as electronic template
 - Any additional feedback? It was suggested to ask Linda Charlton Gunderson if Peterson can be automatically notified when someone has submitted a review of a report.
 - Searchable data base for department reports
 - At the 2012 Indianapolis Assessment Institute, the Deputy Director of Academic Assessment at the U.S. Air Force Academy reported on using INSPIRE, a visual text-mining software. It is an emerging technology which is not ready for prime time. The learning curve to use and interpret the results is rather steep and will continue to be so for the foreseeable future.
 - Slanger's office is evaluating SPSS text mining software.
 - Curriculum mapping software
 - Any report from the Atlas group? Skoy sent an email to Peterson noting they are pleased with the Atlas software, but they will more than likely continue using E-Value since it is already paid for. She presented two other items of interest:
 1. In order for this to be successful there has to be a driving force. For instance, their Associate Dean is in charge of ensuring they all have their maps up to date.
 2. Faculty must follow directions and create their map correctly. If not imported correctly, the benefits of having the map is lost.
 - Thoughts on Provost Rafert's discussion of progress on assessment reports and late assessment reports
 - Members discussed how to help departments develop a culture of assessment. Boyer and Brooks could mentor departments in their colleges.
 - Anderson, Boyer, and Johnson-Messelt thought the tracking spreadsheet should be sent to the Deans of each college individually. If there is no response, then possibly post the spreadsheet on the Assessment website.
 - Peterson will email the Deans his contact history with each department so the Deans can see how diligent contact attempts have been with no results.

- Peterson will meet with the chairs or heads of the twelve departments which are the most overdue and will inform them of the 6 month deadline to complete an assessment report or face possible consequences from Provost Rafert.
 - Rafert suggested having three categories that the departments will fall in to.
 - ~ Group A - turns in regular and satisfactory reports, displaying an effort to follow the recommendations received. They will receive congratulations and an “extra tip.”
 - ~ Group B – turns in a report that shows initiative. There are some expectations and hopes that they will follow recommendations.
 - ~ Group C – Delinquent departments which we have made extensive efforts to encourage, but without any result. There are a variety of financial “sticks” the Provost could employ to encourage them to complete their annual assessments of student learning.

NEXT MEETING FRIDAY, DECEMBER 7TH AT 11:00AM, PEACE GARDEN ROOM