University Assessment Committee
Meeting Minutes for Monday, January 27, 2014
2:00-2:50p.m., Mandan Room, Memorial Union

Present: Margaret (Peggy) Andersen, Jeffrey Boyer, Ann Clapper, Julie Garden-Robinson, Jeremy Penn, Larry Peterson, Scott Pryor, Brandy Randall, Amy Rupiper Taggart, Elizabeth Skoy, and Bill Slanger. Recorder: Kelly Hoyt.

Unable to Attend: Kevin Brooks, Brenda Hall, Chris McEwen, Andrew Montgomery, Bruce Rafert, and Chad Ulven.

1. The committee introduced themselves and welcomed Amy Rupiper Taggart, the new GE Director.

2. The minutes from the 12/04/13 meeting distributed by email on 12/10/13 were approved.

3. Updates
   - Peterson reviewed the updated Mini Progress Report Chart with the committee.
     - There are only 2 units with no report for 2011-2012 but that were up-to-date before then. There is only 1 unit with no reports from 2008-2009 or earlier (back on 9/28/12 there were 14 units that hadn't completed reports). We are making progress!
     - There are 27 new reports to distribute for January 2014 to be reviewed.
   - Update on GE Assessment plan from Peterson
     - GE committee will be assessing student work in spring semester capstone courses using sub-points of the new University Learning Outcomes that were approved by Faculty Senate last spring. The committee will analyze to what extent the student work provides evidence that students can:
       - ✓ Skillfully use high-quality, credible, relevant sources (Communication Outcome)
       - ✓ Evaluate the assumptions, evidence, and logic of competing views and explanations (Critical Thinking, Creative Thinking, and Problem Solving Outcome)
       - ✓ Evaluate, synthesize, and apply evidence (Critical Thinking, Creative Thinking, and Problem Solving Outcome)
     - Peterson will be asking instructors of capstone courses taught this semester to send the GE Committee examples of work one student sample that exceeded their overall expectations on the assignment, one that met their expectations, and one that did not meet their expectations. These examples will be sent to Kelly Hoyt and she will track the information/demographics of the student so we have that information if we subsequently want it. The examples will be scrubbed of any identifying information prior to any committee members seeing them.
     - There are at least three benefits of asking instructors to provide examples of good student work.
       - ✓ It will help us learn what faculty in other departments value in student work.
       - ✓ It will help us develop a common language about learning outcomes that could be used in a university rubric.
       - ✓ We will get a snapshot of what some student work shows about how proficient students are in using and evaluating sources.
     - Peterson asked the committee members to please share any suggestions with him they have about how to word the request to faculty or things to avoid when communicating with them.

- Several people suggested requesting the assignment information as well so we can see what the instructor asked of the students.

- Peterson summarized the work of Clapper, Hall, Garden-Robinson, Penn, and Peterson on reviewing the current University Assessment plan and drafting revisions for the UAC
  - Penn and Garden-Robinson have completed their draft revisions for their sections of the plan. Clapper, Hall and Peterson are working on theirs. If anyone has any suggestions for these groups, please let them know.

4. Report from Peterson on Gateways to Completion (G2C) initiative and Assessment
   - Peterson explained that there are 12 other institutions in this cohort participating in this initiative. NDSU has identified four "gateway" courses with high DFWI rates and Course Committees are beginning to study the variables and make plans.
   - The G2C is a three year program. This year is about studying our courses and their context, and planning how to improve student success. Next year is about implementing the plan. The third year is focused on refining and adjusting the plan.
   - Slanger, Peterson, and Rupiper Taggart are on the NDSU Steering Committee that is heading this project. They met in January for the first time and discussed what incentives to provide to departments who will be involved. There are 3 of 4 departments included in this initiative that are behind on submitting assessment reports. Peterson suggested giving them the opportunity to use the "implementation and progress reports" due in 2014-15 and 2015-16 as their "assessment reports" for those years. Because the 2013-14 Report on Reflections on Student Learning provides a foundation and vision for their student learning efforts, the UAC will still need them to complete that separate report. Both Slanger and the Provost thought this was a good idea.
   - Jeff Boyer is working with the Course Committee for BIOL 220.
   - Because this G2C focuses on General Education courses, we will need to remind these departments about assessing their undergraduate and graduate programs when their participation in the G2C ends.

   - Peterson distributed a list of the batches of assessment reports to review this spring and asked committee members to notify him of what batch they would like to review.
     - Pryor requested Batch 1.
     - Anderson requested Batch 2.
     - Boyer requested Batch 4.
     - Penn requested Batch 5.
     - Skoy requested Batch 6.
     - Garden-Robinson requested Batch 9.

5. Members thoughts on using the newly revised reviewer template last fall
   - Skoy asked if they should be using the same template to review these reports as they used in the fall. Peterson indicated yes.
     - Peterson stated we will need to create a slightly different template for reviews that will be done May 2014 through January 2015 as those will be reflective reports.
     - Pryor mentioned that it might be a good idea to remind departments that the focus for the 2013-14 Student Learning reports is to have departments reflect on what learning is

most important for their students. Apparently, some departments want to start immediately on the curriculum mapping without reflecting.

- ✓ Peterson will go to a Chairs and Heads meeting to remind them that this is about reflection, not compliance.
- ✓ Peterson will also remind the Deans to address this at their Chair Council meetings as well.

Next meeting Monday, February 10th at 2 pm in Peace Garden