

University Assessment Committee
Meeting Minutes for Monday, August 31, 2015
1:00-1:50 p.m., Peace Garden Room, Memorial Union

Present: Jeffrey Boyer, Melissa Vosen Callens, Ann Clapper, Joseph Jones, Jeremy Penn, Larry Peterson, and Brandy Randall

Recorder: Kelly Hoyt

Unable to Attend: Emily Berg, Julie Garden-Robinson, Brenda Hall, Beth Ingram, Scott Pryor, Shafiqur Rahman, Elizabeth Skoy, and Amy Rupiper Taggart

1. Committee introductions and welcome to new members who were present: Melissa Vosen Callens and Joseph Jones.
2. The minutes from the 04/22/15 meeting were approved.
3. Larry gave a brief overview of the "Background Materials and Tools for Our Work" that he sent out with the agenda. Larry explained that these are all the documents that the committee can/will use when reviewing assessment reports and they provide beneficial information that can help in the review process.
 - a. Does Assessment Make College Better? (Erik Gilbert, *CHE*, 08.14.15)
 - b. Does Assessment Make College Better? Let Me Count the Ways (Joan Hawthorne, *CHE*, 08.19.15)
 - c. AAHE Principles of Good Practice for Assessing Student Learning
 - d. Direct Assessment Methods: A Close-Up Look (Barbara Wright)
 - o Strengths & weaknesses of various methods
 - e. Inquiring into Academic Programs (Linda Neavel Dickens, 2014 TAMU Workshop)
 - o Options for departments based on what they want from assessment
 - f. Student Learning Assessment Guide (Crook, Eubanks, Flateby, IUPUI 2012 Assessment Institute Workshop)
 - o Linking outcomes, methods, results & actions in assessment reports
 - g. University Assessment Plan (revised 2014)
 - h. Qualtrics Summary for 2013-14 Academic Affairs Reports
 - i. UAC 2014-15 Guidelines for Assessment Reports from Academic Affairs (due Sept. 15)
 - j. UAC 2014-15 Report Checklist for Reviewers
 - k. Handouts from UAC Workshop last spring
 - o Program Learning Outcomes Checklist (Elizabeth Skoy)
 - o What Counts as Evidence of Student Learning (Jeff Boyer)
4. Action Item
 - Continue 2014-15 Guidelines for 2015-16
 - o Because the Improving Quality of Academic Operations Committee (IQAOC) will almost certainly be making recommendations that involve revising the role and responsibilities of the UAC, Larry recommended continuing with the present form unless someone sees something that needs to be changed.

- Larry asked if someone would make a motion to accept these guidelines as they are for reports that would be due Fall 2016.
 - ✓ Joe Jones motioned to continue using these guidelines.
 - ✓ Jeremy Penn seconded the motion.
 - Jeremy discussed how assessment is changing for Student Affairs for 2015-16. They will be having an annual report and assessment in line with their strategic plan for their division.
 - Ann asked if there was a possibility that there would be two separate committees for Academic assessment and Student Affairs assessment. She didn't think that this was a very good idea because we are trying to unify systems, not separate them.
5. For September 14 meeting
- Group review/norming on 2014-15 Assessment Report from Mathematics.
 - As is the UAC's practice (see below), Larry included the previous reports and responses from Mathematics to provide context.
 - Larry asked members to please complete UAC 2014-15 Report Checklist for Reviewers before meeting.
6. Larry reviewed the present assessment report procedure
- If possible, primary reviewers evaluate reports from the same departments they reviewed previously.
 - We will need volunteers for those reports where no current UAC member has previously reviewed the department.
 - Larry sends previous reports and reviews to primary reviewers.
 - Primary reviewers use report checklist in Qualtrics.
 - Larry writes cover letter summarizing report and combining his analysis of report with primary reviewers.
 - Larry sends cover letter and anonymous Qualtrics review report to department chair.
 - Chair has 10 working days to respond and suggest corrections.
 - The dean and the Provost (or VPSEI) get a copy of the cover letter, but not the Qualtrics review.
7. New business
- Workshop tomorrow, Larry, Jeremy, Jeff, Ann, Julie and Elizabeth will be in attendance to assist those that drop in with questions on their assessment reports.
 - Comprehensive university wide accreditation visit is all day Monday, Oct. 19th and the morning of Tuesday, Oct. 20th. Please try to attend as many meetings as possible and give open and honest answers.

*****Next Meeting will be Monday, September 14th at 1 pm in Peace Garden*****