

University Assessment Committee
Meeting Minutes for Monday, September 14, 2015
1:00-1:50 p.m., Peace Garden Room, Memorial Union

Present: Jeffrey Boyer, Melissa Vosen Callens, Ann Clapper, Brenda Hall, Joseph Jones, Jeremy Penn, Larry Peterson, Shafiqur Rahman, Brandy Randall, Elizabeth Skoy, and Amy Rupiper Taggart

Recorder: Kelly Hoyt

Unable to Attend: Emily Berg, Julie Garden-Robinson, Beth Ingram, and Scott Pryor

1. Committee introductions and welcome to new members: Emily Berg (absent) and Shafiqur Rahman.
2. The minutes from the 08/31/15 meeting (sent on 09/03/15) were approved.
3. Announcements
 - Review of drop-in workshop – Six departments that came to this workshop. Larry got very positive notes from all of them. They thought it was time well spent and they received good feedback from the committee members who assisted them. If we do this next year, we will ask departments to send reports in ahead of time to review and give specific feedback.
 - Procedure for distributing 2014-15 reports – Those of you who reviewed departments in the past, you will get the same departments. Those who are new members, Larry will send the list of unassigned reports to you and you can let him know which ones you would like to review. There will be some new reports that we haven't had in the past. Health, Nutrition and Exercise Sciences will send us three or four reports this year because they will be reporting on individual majors. Transportation Logistics has never submitted a report before but have this year. These will need to be assigned to people to review.
 - HLC Visit – Larry and Kelly had a phone conversation with the chair of the HLC visiting team this morning. He sent a schedule from the visit at Northwestern University that he was the chair of the team and asked us to use that as a guideline to set up our schedule. This committee will probably be on the calendar to meet with the visiting team at some point.
4. Group review/norming of 2014-15 Assessment Report from Mathematics (previously sent on 08/24/15).
 - As is our practice, Larry included the previous reports and responses from Mathematics to provide context. He also asked members to please complete UAC 2014-15 Report Checklist for Reviewers before meeting.

Kudos

- Acknowledging previous feedback and responding to those suggestions.
- Clearly identifying student learning outcomes, even if it's just one.
- Asked for feedback about their graduate level outcomes.
- Involving faculty/others in the process.
- Changed curriculum based on feedback they had received.
- Assessment cycle set up to evaluate this.

Suggestions/Questions

- Stop reporting individual item analysis results – How could this be suggested positively? What does the item analysis tell you about how your program is serving your students? How do you differentiate between a grade or classroom evaluation and an evaluation of your programs or curriculum success?
 - What's the relationship between what seems to be recorded as the assessment method and the outcome they were looking for?
 - Alignment – Objectives not being aligned with assessment clearly
 - GE assessment and Program outcomes – Might be helpful if they are going to use their assessments to tweak curriculum or instruction in any way, to be clear on which outcomes each thing is aiming at. For example, Math 104 is going to be aiming at Gen Ed outcomes and other courses are going to be aiming at their major objectives.
 - What unit of analysis are you evaluating?
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- The review form was discussed. Larry asked members that have filled these reviews out in the past, does this report show that their undergraduates are meeting their expectations? People answered both yes and no. Larry informed the new committee members that there is not necessarily one single right answer as to if this report demonstrates that students are meeting outcomes. The comments from reviewers are much more important than the yes or no.
 - Each review question was discussed and how committee members would answer the questions or what they might provide as feedback for meeting or not meeting the outcome.
 - Larry told the new members that when they are reviewing the reports, if they want to share anything with the committee or ask Larry if he thinks they are on the right track, feel free to do so.
 - Elizabeth suggested providing a template that asks questions that the programs can fill in when doing their assessments. It might help them provide more meaningful information.
 - Elizabeth suggested just giving them some sort of a guide and maybe we would get more of what we are looking and asking for.
 - Amy suggested that this could encourage a “backward design structure” in the report. We could ask them:
 - Have them start with telling us what program are you analyzing?
 - What are the goals of that program?
 - Which of those goals are you working on this year?
- It doesn't matter what the program is like, they should be able to say this is the scope, these are the goals, and these are the ones we can handle this year, and here's how we did that.

******Next Meeting is Monday, October 12th at 1:00 pm in Peace Garden******