

**University Assessment Committee**  
**Meeting Minutes for Monday, October 12, 2015**  
**1:00-1:50 p.m., Peace Garden Room, Memorial Union**

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

Recorder: Kelly Hoyt

Unable to Attend: Julie Garden-Robinson, Beth Ingram, Scott Pryor, and Brandy Randall

1. The minutes from the 09/14/15 meeting were approved.

2. Updates

- Overdue Assessment Reports Log –
  - Animal Sciences reports came in on 9/18.
  - Larry said the Criminal Justice and Political Science reports came in today.
  - He hasn't heard anything more on the Architecture reports since mid-September.
  - Civil and Environmental Engineering are having some personnel turnover. Larry spoke with Dinesh and he thought they would have one possibly by December, but certainly by early January.
  - Larry met with Emergency Management and convinced them to submit a report.
    - He said they were trying to adopt the English department's model of portfolios and asking students to reflect about what they had learned. They discovered there was a significant misalignment between their learning expectations they for the program and what students actually experienced. They said they need to go back and work through this. Larry told them this was reportable, that they learned something from the portfolios and they can readjust.
    - Larry said this is a brand new field so they are struggling as a professional organization to develop standards and learning outcomes. What does it mean to be trained as an emergency manager in a professional sense rather than being trained by the Red Cross, etc.?
    - Jeff Boyer will be meeting with Jessica Jensen on Friday to discuss program learning outcomes.
  - Larry has not heard anything from John Miller in Music yet.
- Mini-Progress Report –
  - Reports distributed is now at 52 due to the Animal Sciences reports coming in.
  - Will be even higher once the Criminal Justice/Political Science reports are distributed.
- Larry suggested trying to review a report a month or one every couple of weeks so you don't fall behind and then try to play catch up and review a bunch at one time. Our colleagues will benefit more if we can get our assessments back to them.

3. New business

- HLC Visit –
  - Larry invited veteran committee members who have been on the committee for at least a year to attend the meeting with the HLC visiting team.

- Larry asked if anyone has had a chance to look at any reports they have been assigned to.
  - Brenda said the reports she is reviewing look pretty good.
  - Apparel and Design separated their reports this year (per our suggestion) and it is making the review much easier. There are more specific goals, objectives and measures for each program.
- Larry noted one of our missions in the committee is to provide periodic professional development on assessment. When reviewing reports, if certain things stand out in more than one report or department that we could discuss, please note these items.
  - Amy asked if we had ever surveyed people to find out what kind of issues they want the most support with.
    - Larry answered that we hadn't done that for a long time.
  - She also mentioned that the grant team who is building all this professional development would be interested if we had a list of things emerging from the several years of supporting people with their assessment. Those things might rise to the top as things we want to emphasize in that professional development, through workshops or FLC's or something else.
  - Larry noted that the Qualtrics report notes things that are missing from reports so that does give us some information. However this is more about the form of the report rather than people's needs.
  - Amy said that in a survey, people might be more apt to identify weaknesses where they could use support rather than listing things in a report.
  - Ann suggested using Emergency Management as an example of how they realized that what they wanted students to get out of the program and what the students indicated they were actually taking away, were not the same. They could report on what they did and how they went about doing it to get those two things to match up.
  - Larry said that both Emergency Management and Sociology are very young departments and could use more help and support.
- Brenda suggested that in the 3<sup>rd</sup> year of a committee members' term, they review the reports from the previous years to provide some feedback on the kinds of things that seem to be easier for programs to implement, or progress that they've made, some areas that seemed like it was really difficult to make a transition. This would be useful to the committee too and would justify the work that the committee does.
  - Jeff said this could be good information for the new committee member that will be assigned these reports to review. There could be conversations between the outgoing and incoming members to fill them in on what the reports look like and what the department has been working on over the previous years.
  - Larry said the IQAOC will be making recommendations to Faculty Senate in December. The IQAOC subcommittee group on assessment and program review has talked about moving assessment to once every 3 years. Departments would do a mini-report as part of their annual report and just note what they've done, no results and no analysis. In year three they would do a more longitudinal report and then do another one in year six right before they do their program review. That's very appealing because there are fewer reports. But it loses a lot of its formative element because all we would be hearing from departments every year is what they've been doing. The feedback we would provide, would be much more limited. If IQAOC and the Faculty Senate decide to change to this cycle, then Brenda's

suggestion might not work. (Still it would be good to implement it this year with so many of the experienced UAC members completing their terms.)

- Larry will come up with a draft survey of one or two questions like Amy suggested, asking what kind of support departments would find helpful. It might be easier to have fixed choices and having a box at the bottom to elaborate some comments. He will send that out to members once he's drafted it.
- Jeremy asked if there is anything to review prior to the meeting with the HLC team next week.
  - Larry noted that he sent out some possible questions the team might ask to the people who are invited to the meeting. He said committee members who are attending the meeting could look over past Qualtrics reports because the HLC team received some sample material from last year, such as the report from Biological Sciences and the feedback that we gave, and they will see the Qualtrics summaries.
    - Elizabeth asked if Larry could send these reports to the committee to look at again.
      - ✓ Larry said he could send them out.
  - Larry mentioned that they may ask Jeremy how the Student Affairs assessment committee works because not every place has this.
- Student Affairs Update
  - Jeremy said Student Affairs assessment will be linked with strategic planning process in the division. The reporting will be directly linked with planning that departments will be doing. The cycle will be in August. The departments will submit their plan for the year about the activities they will focus on and what the goals are for achievement in these areas, linked to the university's and division's plans. At the end of spring they will report on what they accomplished in these areas. They will present the assessment evidence that they gathered to measure their success in these areas. The summer will focus on some of the planning time to think through what went well, what didn't, what they can focus on for the next year. It will be directly linked with these reports which will also become the annual reports for departments. They will no longer have separate assessment reports. It will be one report with their plan for the previous year, their accomplishments, and their assessment evidence.
    - Larry asked what this will mean for this committee because we are looking for student learning outcomes and most reports in Student Affairs focus on their operations.
      - ✓ Jeremy said they will still be asking some of the same questions but it will be based on what their major activities or priorities were for the year. There will still be some operational things that will be tracked, such as how many people are going to the Wellness Center, how many people are using the dining plans, and how many people are living on campus. They will also have goals related to development and learning for students too. They will still be weighted in some areas. Jeremy said he thinks that we could separate those sections out that would be related to student learning for this committee to look at like we've done in the past.
  - Jeremy said they are also starting a program review cycle in the division. It will be similar to what is done in Academic Affairs. It will be on a six year rotation through all of the departments. Almost every semester and possibly even in the summer

there will be a department that will be reviewed by a combination of internal and external participants. It will include a faculty members, two students, a director from another department in the division, two external consultants, and some community members. Depending on what the program area is, it could be someone else from campus or somebody from the community. There will be a self-study from the department and a review and recommendations from the committee back to the departments.

- Larry noted that another suggestion of the IQAOC is that if there is a combined assessment and program review committee, it should focus on just Academic Affairs and shouldn't involve Student Affairs. If this recommendation is accepted by Faculty Senate, then Jeremy might still be here as a liaison, but "we" would not be seeing Student Affairs reports.

**\*\*\*\*\*Next Meeting is Monday, November 9<sup>th</sup> at 1 pm in Peace Garden\*\*\*\*\***