University Assessment Committee
Meeting Minutes for Monday, November 9, 2015
1:00-1:50 p.m., Peace Garden Room, Memorial Union

Present: Emily Berg, Jeffrey Boyer, Ann Clapper, Brenda Hall, Joseph Jones, Mila Kryjevskaia, Jeremy Penn, Larry Peterson, and Shafiqur Rahman

Recorder: Kelly Hoyt

Unable to Attend: Melissa Vosen Callens, Julie Garden-Robinson, Beth Ingram, Scott Pryor, Elizabeth Skoy, and Amy Rupiper Taggart

1. Committee members introduced themselves and welcomed new member, Mila Kryjevskaia.

2. The minutes from the 10/12/15 meeting were approved.

3. Updates
    - Overdue Assessment Reports Log – there are 4 departments who have still not submitted their reports. The ones below do not have extenuating circumstances.
        o 10/26/15: Reminded Architecture & Music—Architecture is almost done. Music "will line up some ducks."
    - Mini-Progress Report – Larry has received 8 reviews so far. He encouraged faculty to use the next three weeks to try to use this time as he knows after Thanksgiving time is especially limited for faculty.

4. Feedback on Draft Survey about Departmental Assessment Needs
    - Larry put together a draft of items that we could include on the survey. He thinks we should include the option of having someone come to the department to meet with the faculty, in addition to having hour workshops.
    - Everyone thought the list looked good.
    - Larry will work with Linda Charlton Gunderson to get it set up and send out to chairs/head listserv.

5. Feedback on HLC visit –kudos!
    - Larry noted that the visiting team wanted to meet with him individually while they were here. They wanted to know why we only submitted 5 assessment reports; they are used to seeing all of the reports. He explained that he didn't think they would want all the extra reports since we had over 600 pieces of evidence for our assurance argument. He provided additional reports for them to review.
    - They were very positive about our framework of the assessment process, especially the curriculum mapping and the report guidelines.
    - They were fairly interested in what we are doing in Student Affairs Assessment as this is something that is not widely done.

6. New business
    - Voluntary System of Accountability/College Portrait
      (https://www.ndsu.edu/oira/college_portrait/)

- NDSU participates in the Voluntary System of Accountability (VSA). Until this year, student learning outcomes had to be reported with specified standardized instruments. The VSA had two options that we could use. Collegiate Learning Assessment Exam (CLA) and Educational Testing Services Proficiency Profile (ETS Proficiency Profile). NDSU used the CLA.
- On 10/20/15, the VSA Board announced they had "approved the adoption of the National Institutes for Learning Outcomes Assessment (NILOA) Transparency Framework as the preferred reporting method for the College Portrait. Instead of reporting student learning assessment processes and outcomes results directly within the College Portrait, institutions will instead provide a link to a page on their institutional websites that provides the information included in the Transparency Framework for campus-level assessment activities."
- The Provost thinks there is little evidence that students or parents actually use the assessment links on the VSA pages. She favors the "bare bones" Iowa State model (http://www.collegeportraits.org/IA/ISU/learning_outcomes) because she'd "rather have us spend our time on actual assessment rather than creating summaries for a website that isn't that well used."
- Jeremy, Viet Doan, Kelly, and Larry will be participating in a webinar and conference call on using SharePoint to track assessment data and accreditation standards. SharePoint could be a tool to provide more in-depth material for the VSA if we need to do that.
  - Jeremy asked what the goal was of doing this. He was curious if the university is committing to be a VSA campus for say, 5 years or are we just going to try it out for a year or two. He's curious if this is going to be a long term plan and if we should be planning around VSA.
    - Emily and Larry both said they had not discussed with Provost Ingram the possibility of not complying with the VSA, so they think it will probably be around for a while.
  - Jeremy then asked if we aren't going to do the CLA are we going to move towards the VALUE Rubrics or one of the other tool for assessment or is this transparency framework going to replace all of that?
    - Larry thought it would just be the transparency framework. It seems like it would be that we have a plan, undergraduate learning outcomes, assessment plans in each of the departments, and a process so we can point to each of those things.

- Excellence in Assessment Designation application
  - http://www.learningoutcomesassessment.org/eiadesignation.html
  - Larry asked if we should use the Evaluation Rubric (pp. 15-22) as a guide for campus action, even if NDSU does not apply for this designation.
  - Jeff asked if there was any update from IQAOC as to the future of the UAC. If the UAC is going to be disbanded, then we may not want to invest a lot of time and efforts into anything at this time.
    - Larry explained that there is a process that IQAOC needs to go through before anything would happen or take place (make proposal; be approved by Faculty Senate; Faculty Senate bylaws have to be updated/changed; Provost and other Administrators would need to approve).

- o Larry said one of the things this committee could do, would be to recommend that assessment reports be done on a 3 year cycle. We would have to get the Provost and the Deans' approval to change the annual reporting format.
- o Brenda said she feels like we would lose a lot of momentum that we have gained in having departments take assessment seriously if we go to a less frequent reporting cycle.
  - ➢ It was determined that we want to wait before proceeding with any action until we see what happens with IQAOC.
  - ➢ Larry should share with IQAOC that we don't want to lose the momentum we have with assessment and departments.
    - ✓ Jeremy asked if we could invite a member from IQAOC to a UAC meeting to discuss our concerns and recommendations or if it was too late to do something like that.
      - ▪ Larry said he would check if there would be someone available from IQAOC to come to the next UAC meeting.

*****Next Meeting is Monday, December 7th at 1:00 pm in Peace Garden*****