

# University Assessment Committee (UAC) Minutes, May 7, 2014

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# University Assessment Committee

Wednesday, May 7, 2014

1:30-3:30 p.m.

Student Union Room 3018

## Minutes

**Attendees:** Barb Kopp Miller (BKM), Marlene Porter(MP), Laurie Mauro (LM), Connie Shriner (CoSh), Stephen Schissler (SS), Ken Davis (KD), Chris Roseman (CR), Marilynne Wood (MW), Susan Pocotte (SP), Sue Ann Hochberg (SAH), Holly Monsos (HM), Barbara Schneider (BS), John Barrett (JB), Emily Hickey (EH), Cynthia Spittler(CS), Noela Haughton (NH), Brian Ashburner (BA), David Krantz (DK), Scott Molitor (SM), Lakeesha Ransom (LR), Andrew Sadouskas (AS), Julie Thomas (JT)

Handouts: Agenda; Meeting Minutes for April 2, 2014 and April 15, 2014; 2013-14 templates for report and plan of assessment of student learning

### UAC CHAIR REPORT

#### 1. Walvoord Debrief

- a. Report was distributed at April 15, 2014 meeting.
- b. Recommended that UT revise and simplify report and plan templates
  - i. Templates for 2013-14 for student learning outcomes were distributed at the April 15 meeting
  - ii. Revisions were suggested, updated templates were emailed and approved with the elimination of Part Four on the plan template (*What aspects of student learning do you think the university or program/college could be informed on by this plan?*)
  - iii. All agreed via email to approve the student learning templates; to be posted soon on the University Assessment Committee (UAC) website
- c. Recommended that a faculty member be engaged with release time to work with departments on assessment; Vice Provost Barrett is investigating full or partial release of a faculty member

#### 2. Higher Learning Commission (HLC) update

- a. Vice Provost Barrett was able to have the HLC visit moved from November 2015 to April 2016
- b. Criteria 3B was brought forward by Connie Shriner. *"3.B.3 Every degree program offered by the institution engages students in collecting, analyzing, and communicating information; in mastering modes of inquiry or creative work; and in developing skills adaptable to changing environments."* Discussion occurred about how to interpret the criteria; it was decided that departments/programs are pursuing via their UAC reports

#### 3. Presentation Schedule Adjustments

6/4/2014	Holly Monsos	College of Communication and the Arts
	Barbara Schneider	LLSS
	Ken Davis	CALL
	Terribeth Gordon-Moore	Business
7/2/2014	Andy Sadouskas	Student Affairs
	Julie Thomas	College of Health Science
	Brian Ashbruner	College of Natural Science and Mathematics

4. **Blackboard Outcomes**
  - a. Seeking additional programs/service unites to implement over the summer and fall
5. **Reviewing Assessment Management Systems**
  - a. Investigating and will report further at future meetings
6. **Reminder** – June meeting is in Stranahan Hall South 2023

#### **Vice Provost Report**

1. **HLC**
  - a. **Criterion 4 (assessment and evaluation)**
    - i. BKM will chair and is in the process of populating her committee
  - b. **Criterion 3 (Quality, Resources, and Support)**
    - i. CS will chair – see 2.b. above
  - c. Date of visit changed from November 2015 to April 2016 thanks go to Vice Provost Barrett!
  - d. Commission asking for more data and less text intensive report
  - e. Chairs of UT HLC committee are Akira Takashima (HSC) and David Meabon (MC)
2. **Past President UAC**
  - a. Request Barb to remain on UAC in the role as past president to provide continuity and support for JB and MP

**Office of Assessment, Accreditation, and Program Review - Alana is out until June 24**

#### **Closing the feedback loop-Chris Roseman (CR)**

1. **CR reported how he and Rebecca Schneider have handled their feedback loop in their College.**
  - a. Faculty down to the program level, expressed concern that they never hear back
  - b. Thought was given to how to handle this issue
  - c. College assessment committee meets and reviews all feedback
  - d. Met with as many program coordinators to give the feedback and received a good response from the meetings
    - i. More buy-in
    - ii. Concrete feedback
    - iii. Reports are actually being read and acted upon
2. **Other Colleges**
  - a. Discussion occurred about how others handle the feedback loop
  - b. BA and BS handled as CR hand done
3. **Further Discussion**
  - a. Educating about UAC to faculty
  - b. Helpfulness of *Assessment Clear and Simple* by Barbara Walvoord
  - c. MW gives report to several areas
  - d. SM reported faculty happy with shorter templates
  - e. SP gives feedback to external groups – graduate faculty, administrative groups, Graduate Council and Graduate Student Association

## Discussion

### 1. Annual Report

- a. Delaying with change in templates

### 2. Awards

- a. Recognize programs/units, individuals, both? Accredited/Non-Accredited? – will discuss in future
- b. Suggested to continue awards luncheon/dinner
- c. Suggestion about award for most improved – who is using data, closing loop, acting on items

### 3. Level Two Academic/Service templates

- a. Are they needed?
  - i. SM will be giving early feedback which will help to decide

### 4. Level Two Rubrics/revising the peer review process

- a. A decision was made to wait until data is obtained from the new forms before moving ahead with the level two rubrics.

### 5. Awards Committee

- a. SM suggested a standing committee with a chair and all agreed

## Updates: Round table

### 1. New University Teaching Center [Website](#) – CoSh

- a. Help faculty in conjunction with Learning Ventures
- b. Website items
  - i. [TechTalks](#)
  - ii. [Technology Tools](#)
  - iii. [Go2Knowledge](#)
    - 1. Many good programs
    - 2. MP suggested viewing *Assessment of Student Learning Strategies for Moving Forward* under “Teaching & Learning” as it reinforces what is being done at UT
  - iv. [Student Observer Program](#)
  - v. [LIB Guide and WEB Resources](#)
  - vi. [Education Apps](#)
- c. Questions about fund for developing in-classroom courses
  - i. Currently promoting the Apple initiative

### 2. Learning Ventures – BKM

- a. Accepting RFP for one time moneys

### 3. Project Improvement – JB

- a. Support is available

Minutes submitted by  
Marlene Porter, incoming chair of UAC  
Friday, May 09, 2014

#### Upcoming Meeting Schedule

June 4	1:30-3:30pm	ST South 2032
July 2	1:30-3:30pm	SU 3018
August 6	1:30-3:30pm	ST South 203
ST= Stranahan Hall		