Minutes
University Assessment Committee Meeting
October 9, 2014

- **Attending** – LaVerne Berkel, Brenda Bethman, David Cornell, Rhiannon Dickerson, Crystal Doss, Jennifer Friend, Linda Garavalia, Barbara Glesner-Fines, Colleen Kelly, Ken Mitchell, Jennifer Quaintance, Carol Sargent, Dan Stroud, Greg Vonnahme, Peggy Ward-Smith.

- **Not Present** – Larry Bunce, Devon Cancilla, Caitlin Horsman, Sabrina Madison-Cannon, Margaret Mullaly-Quijas, Chelsia Potts, Kit Smith, Chris Van Ness, and Da Ming Zhu.

- **Weave Deadline**
  Jennifer discussed the conference call held with Weave Administrator regarding performance of the online system just prior to the October 1 deadline that necessitated a two week extension. According to the administrator the issue stemmed from an ongoing maintenance protocol that had not been carried out. The person responsible for this protocol had been terminated and thus the issue has hopefully been corrected moving forward. There was also some file space added to the system as a precaution. Though the rep reiterated that space was not an issue, it was mentioned that the Oct 1 date was popular among many institution. Jennifer opened the floor for discussion about whether to hold the date or to move it to October 15th permanently. The following points were made during the discussion:

  - Moving the deadline would not change the pattern of behavior. People would continue to wait until deadline to complete such tasks – thus, keep the present Oct 1 deadline.
  - Medical schools hold their academic retreats during October and so it could be advantageous to move the date to Nov. 1 to allow these retreat participants to review the yearly findings and suggest action plans, etc.
  - SOE hold their faculty meetings during the third week of September – maybe October 15th would be a good date moving forward.
  - Shifting from an academic calendar to the regular calendar was discussed with reviews done in February or March. It was also discussed that this might be a hindrance logistically as people set action plans in the development of yearly measures.
  - Jennifer suggested tabling the issue until the next meeting so that all could discuss further amongst themselves and in their prospective departments as to what might be the best plan of action moving forward.

- **Last Meeting Minutes**
  - Laverne Berkel moved that the previous minutes be accepted as written
  - Barb Glesner-Fines seconded.
  - All in favor – None opposed

- **Assessment Review Process**
Timeline for annual review by the UAC

- October 24 – All Weave Reports and 2012-13 Assessment Review Rubrics will be packaged and delivered to their corresponding reviewers.
- Reviews performed by UAC team members will be due on or before November 21. This is the Friday prior to the Thanksgiving break.
- Jennifer and Dan will complete review process prior to the beginning of the spring semester and will forward rubrics and reports to their corresponding departments.

- Topics for December Newsletter
  Suggestions included:
  - How Not to Write an SLO?
  - Article about Red Cap Survey Functionality
    Overseen by IS – Mark Hoffman and Ronnie Blackburn are contacts
    Suggested to discuss research study verses program evaluation
    Benefits as opposed to Survey Monkey

Jennifer asked that any other suggestions be forwarded to the Assessment Office.

- FaCET Assessment Mentoring
  Barb shared her focus more on department faculty rather than simply assessment coordinators as a way to offer more support to the coordinators.
  - She wants to work with people in developing more robust conversations about the development of surveys that can improve student learning in the October session.
  - For the November 12\textsuperscript{th} session, Barb asked UAC members for good examples with regard to closing the loop with solid action plans, as they peruse their assigned programs.
  - Tea and Teaching Sessions – Barb is still working on November 4\textsuperscript{th} location on Hospital Hill and is trying to put together something at the Diastole House. Tea and cucumber sandwiches, etc. would be part of this discussion group.
    - Barb offered the idea of a discussion about understanding how our students learn.
    - SLOs as instruments of engagement was a suggested topic.
    - Another was addressing links to learning outcomes and required exams such as NCLEX, etc.

Barb suggested in the end that what she was hearing from all of these ideas was a theme that discussed a need for accountability of students in the classroom as part of the SLO process.
- Office of Assessment will develop flyers (ASAP) upon booking the meeting space to be distributed on hospital hill in promoting the November 4th event.

- **SLOs for Courses**
  Jennifer discussed the February 1 cutoff date for undergraduate courses and the May 1 cutoff date for graduate and professional courses. All departments should have their respective spreadsheets at this point sent from Amy Watson. Other points of discussion included:

  - Adding to the UMKC Assessment Website
    Many ideas could be pulled from the Assessment Handbook and placed more prominently on the Website itself. This would include an additional location to place Bloom’s Taxonomy.

  - Jennifer went to https://www.aacu.org/leap/toolkit/learning-outcomes-assessment/2012/degreequalifications, and discussed the new areas of HLC concern that may be on the horizon regarding essential learning outcomes and their possible impact in the future. It was made clear that this was a suggested area of reading by Cindy Pemberton as possible things to come and not newly required actions needing to be taken.

- **Reminder about Share Point site**
  All UAC members have access and should be able to post on the site as well. If there are problems, please contact Jennifer.

- **Next Meeting**
  November 13th, 2014