University Assessment Committee Meeting

Minutes

November 13, 2014  9:00-10:00 a.m.


- **Not Present** – Brenda Bethman, Larry Bunce, David Cornell, Rhiannon Dickerson, Caitlin Horsmon, Margaret Mullaly-Quijas, Chelsia Potts, Greg Vonnahme, Peggy Ward-Smith, Da-Ming Zhu.

1. **Approval of Minutes** – Laverne Berkel made a motion that minutes be approved as written. _______________ seconded, then motion carried.

2. **Open Discussion – Department/Unit Assessment Updates**

   No new discussion

3. **General Education Course Assessment Reports (Due 11/1/2014)**

   - Jennifer Friend reported that about 50 percent of reports had been turned in thus far. She also reported that there had been some confusion about the reports:
     A. Some instructors said they were not aware of a need for the reports
     B. Jennifer asked for narratives from those who had not saved data to send in a report detailing their plans to assess in the coming year.
     C. Some programs however, it was pointed out, are doing very well in completing their reports. One example given was that of the math department.
   - A question was asked about who received communication concerning the missing assessments and reports. Jennifer Friend explained that the queries about the missing data were initially sent directly to the instructors, the department chairs, and at least a few of the assessment coordinators. She then sent a follow up communication to the department chairs.
   - Barb Glesner-Fines offered to reach out as well for those who may be struggling with the process.

4. **Weave Review Process**

   - Question was asked – Is November 21, 2014 for Weave Review completion a hard deadline? Jennifer Friend stated that though the assessment office would like to have all reviews back by this date, the final deadline could be extended to December 1, which coincides with students coming back from Thanksgiving Break. It was however reiterated that the sooner these reviews could be completed, the better, as the assessment office would need the month of December to complete final reports and edits.

    **Target Date: November 21**
    **Final Hard Completion Date: December 1**
5. Weave Annual Assessment Deadline for 2015

- Barb Glesner-Fines discussed the possibility of two deadlines. This was an idea picked up in one of the faculty job talks for the Director of Assessment.
- Other discussion suggested reminder emails about input of findings at the end of each semester to help departments stay on top of their assessment throughout the year.
- It was generally agreed that two deadlines would be too burdensome on the faculty at this time.
- Laverne Berkel suggested that the October 15 deadline was more convenient for departments who hold monthly meetings. There was also discussion that Oct 15th was much less stressful with regard to software efficiency than the Oct 1st date shared with other institutions.
- Motion was made to officially change deadline to October 15th annually by Barb Glesner-Fines. It was seconded by Colleen Kelly. Vote by show of hands, and the motion carried.

6. HLC Requirement – Student Learning Outcomes for ALL Courses

- There was discussion on the floor about how departments were reviewing their SLOs for individual coursework.
- Seemed that everyone had a handle on their program’s challenges and were appreciative of the resources provided to them by the assessment office.
- Jennifer Friend mentioned that Arts and Sciences presentation to their department chairs would be converted into a video by Dan Stroud and then placed on the Assessment website.

7. Newsletter

New additions for the December newsletter will include:

a. Article regarding Red Cap (Dan Stroud)
b. How not to create an SLO (Barb Glesner-Fines)
c. Roo Writer Article (Crystal Doss)
d. Data and Analyses Piece (Linda Garavalia)
e. State of Assessment (Jennifer Friend)
f. Online Assessment (Devon Cancilla/David Ta)

8. Facet Assessment Mentoring – Barb Glesner-Fines

- Powerpoint was passed out regarding “closing the loop.”
- Barb Glesner-Fines introduced the next topic for Tea and Teaching at the Law School in December. “I Already Do That,” speaking to assessment as we know it and as we think about it or don’t think about it in our courses. An attempt to break down some of the misconceptions about what assessment actually looks like and feels like in the classroom and at the program level.
- Barb Glesner-Fines asked for specific resources when analyzing good data.
- Jennifer Friend suggests that Loyce Carruthers might offer some good qualitative suggestions.

- Chris Van Ness suggested that, as he suggests to his department, one should “speak to your audience.” In other words, whatever you need to reach that audience or that department, whether it be through quantitative or qualitative means is all that you really need.

- Linda Garavalia agreed with Chris and added to the conversation.

9. Next Meeting: December 11, 2014, 9:00 to 10:00 AM in Brookside AC.