University Assessment Committee (UAC)
March 2, 2012
Raynor Library Conference Room A
Minutes

Present: Sharron Ronco (Chair), Lea Acord, Jon Dooley, Allison Kruschke, Noreen Lephardt, Laura MacBride, Gary Meyer, Michelle Nemer, Chris Perez, John Su, Fred Sutkiewicz, Christine Taylor, Joyce Wolburg, Jean Zanoni,

Call to Order and Approval of Minutes
The meeting was called to order at 9:00am. by Sharron Ronco. Christine Taylor provided the reflection. Minutes of the February 3, 2012 meeting were approved without correction.

Continuing Items:

Review and Approval of Assessment Policies: Chairperson Ronco provided Draft #3 of the “Student Learning Assessment Policies” which includes the changes recommended by the Committee to Draft #2. Draft #3 was approved with rewording of the third bullet on page two and a possible reordering of the bullets on pages one and two that the Chairperson will accomplish following this meeting.

Debriefing on Benchmarks/Targets Workshops: Chairperson Ronco gave a brief overview of the Benchmark/Targets Workshops held on February 17 and distributed a summary of the evaluation of participants at the workshop. Seventy Program Assessment Leaders (PALs) and UAC members attended one of the three workshops offered that day. UAC members who attended the meeting were asked to provide comments on the workshop and the evaluation summary. Consensus seemed to support the statement that the process is evolving and for some PALs, the workshop offered a new challenge as we consider the requirement of benchmarking and setting targets. The Chairperson suggested that she believes the next step is for her to meet with each College/Department to further assess their concerns and to talk with each small group or individual about benchmarking and setting targets. All agreed with this plan and suggested that the Chairperson contact each UAC member to ask for the appropriate member in his/her College/Department to be contacted.

New Business:

New Approach for Assessing the Core Curriculum: John Su, the newly appointed Director of the University Core of Common Studies (UCCS) and Chairperson of the Core Curriculum Review Committee (CCRC) distributed to the UAC a “Proposal for Core Learning Outcomes Assessment”. There are two parts to the evaluation of the UCCS, (1) knowledge area learning outcomes that are assessed over a four year cycle (2 – 3 per year), and (2) four core learning outcomes that are assessed yearly. A new plan has been developed to assess the core learning outcomes (CLOs) in the capstone (or other) course occurring in the senior year. A request for proposals will be sent to department chairs and known instructors of capstone courses to apply for a Core Assessment Development Grant. $20,000 has been allocated to fund the grants.
CCRC will review the proposals and make award determinations. Faculty members selected to receive a grant will use the summer of 2012 to develop or refine content on the four learning outcomes within the capstone experience. At the end of the summer, meetings for grant awardees will be held to standardize rubrics. At the end of each semester, the Assessment Director will collect the aggregate data and all artifacts. Samples of artifacts will be submitted to CCRC for review.

A comment was made that we need to think about applying the core learning outcomes evaluation to all of the students’ experiences, not just the academic experience. A question was also asked about the role of the UAC in this process. One suggestion was made that UAC members might be helpful in the end of summer meetings to standardize rubrics. The consensus of the group about this new approach for assessing the core learning outcomes was that this was an appropriate next step and all looked forward to evaluating the process upon completion of the first round of grant awards.

**Academic Program Assessment Summary for HLC Self-Study:** Chairperson Ronco distributed a spreadsheet she has developed which identifies measures, program improvements and best practices for the HLC Self-Study. She noted that there appears that a number of programs do not have assessment plans and she will need to determine if this is correct. She stated that she was impressed with the number of programs that share their learning outcomes with stakeholders. The spreadsheet will allow her to develop a comprehensive report for HLC and she will look for best practices in order to showcase those areas.

**Recommendation for Adoption of Campus Labs Planning Module:** As a follow up on recommendations from UAC at the last meeting, Chairperson Ronco contacted users of Campus Labs and offered feedback to the UAC from Vanderbilt who stated that this software was the easiest to use compared with others, and the University of Central Florida who stated that, although Campus Labs did not provide complete reporting capabilities, it still worked well for them. Based on this information, the UAC endorsed the purchase of the Campus Labs Planning Module with the stipulation from the Chairperson that UAC members assist with implementation – specifically setting up the infrastructure and inputting the data.

The meeting adjourned at 10:30am.

Respectfully submitted,
Lea Acord