UNIVERSITY ASSESSMENT COMMITTEE
October 7, 2011
9:00 AM to 10:30 AM
Raynor Library Conference Room A

MINUTES

ATTENDANCE
Present: Ronco (Chair), Acord, Bardwell, Dooley, Halula, Hammer, Hernandez, Lephardt, MacBride, Meyer, Monahan, Perez, Sutkiewicz, Wolburg, Zanoni

Guest: John Bee, Director of Student Learning Outcomes Assessment, Ashland University, Ohio.

The meeting was called to order at 9:03AM by Sharron Ronco, who introduced the visitor, John Bee. Committee members introduced themselves. Todd Hernandez offered the reflection.

APPROVAL OF MINUTES
The minutes of the September 9, 2011 meeting were approved unanimously without correction.

ANNOUNCEMENTS and INFORMATIVE ITEMS

- The IUPUI Assessment Institute Conference will be held at the end of the month, October 30 – November 1. Sharron Ronco will be attending. If anyone is interested in attending, please let Sharron know.

- Report on Sept 16th workshop. The workshop was intended to provide an overview of assessment at MU. Feedback received included the desire for more information on how to use the assessment data for improvement and how to write student outcomes. Interest was expressed in having program leaders bring their assessment plans and have other review them. Since this was a basic workshop, there was an expressed need for a more advanced workshop. One reason the September workshop was a basic workshop was due to the turnover in Program Assessment Leaders (PALs). There was a suggestion that the workshop be recorded for those who are unable to attend the workshop. Noreen Lephardt suggested that a list of PALs be made available, including information such as how long they have been serving as PALs.

  Gary Meyer commented that an article on Assessment at Marquette appeared in Marquette Matters.

- Upcoming Peer Review Working Seminar. The next general event is the Peer Review Working Seminar which is scheduled for Friday, November 11. There will be two session: 9:30-Noon and 1-3:30pm. PALs will review and critique the program reports. There was discussion as to whether a general group discussion should be held after the review and critique, so that there would be a report out from the tables. Noreen Lephardt suggested selecting a topic area for the report out as well as have a feedback comment card for future workshops. There was concern
that each table works at their own pace. Some may finish well in advance of the general discussion while others may require additional time. Jon Dooley mentioned that an improvement was to send the reports prior to the session so they could be reviewed before the peer review workshop. Concern was expressed that table leaders are not necessarily assessment experts. Rebecca Bardwell suggested that table leaders be provided training and guides.

CONTINUING

- **Role of the Assessment Committee and Reporting Structure.** The Committee reviewed Section 9.03 “The University Assessment Committee” which was revised March 21, 2011. Noreen Lephardt was concerned about the language used referring to faculty members serve 3 year terms and how some members whose job it is to do assessment for their college may serve more than a 3 year term. The College of Business Administration would appoint her each term. The policy does not restrict faculty to a single term.

  Jon Dooley commented that some of the responsibilities were operational and others were policy setting and posed the question, “Is the committee a policy-setting or an operational group?” Additional training will be required to develop expertise, but is the group willing to take on this responsibility and time commitment. Rebecca Bardwell commented that it depends on the individual’s role in the department. Each department or college does things differently.

- **Sharron Ronco mentioned that she attended the University Board of Graduate Studies (UBGS) meeting to discuss the Graduate Core of Learning Outcomes.** The UAC has been a consulting group and reviewed the Graduate Core of Learning Outcomes and provided comments to the UBGS. A discussion followed regarding the UAC role and who mandates to see what the UBGS is doing. Monitoring comes from the peer group session and the Director of Graduate Studies should be the person responsible for overseeing it.

  There was a discussion regarding the assessment of Graduate Certificates. Some of the graduate certificates have no assessment. Vice Provost Hossenlopp has oversight. It was suggested that Sharron Ronco meet with Jean Hossenlopp regarding Graduate Certificate assessment.

- **Athletics (Academic Support Office) Student Learning Outcomes.** The Athletic Department provided Student Learning Outcomes for the committee to review and provide comments. Noreen Lephardt commented that they were not true learning outcomes but rather academic career strategies. Rebecca Bardwell commented that items 1 and 2 were activities and 3 and 4 were outcomes. Noreen Lephardt suggested that the list be rewritten, keeping them simple and focused on outcomes. Sharron Ronco will meet again with Tom Ford and give the committee’s suggestions.
NEW BUSINESS

- Assessment Mini-Grants. The committee reviewed the Assessment Mini-Grant Proposal. Noreen Lephardt commented that she visited several websites cited in the proposal and the UIPUI website provided some good ideas. She suggested that we should provide links that go directly to the mini-grant sites.

Deadlines were discussed and it was suggested the proposals be due at the Peer Review Workshop session, November 11, 2011. The committee will meet at December 2 to discuss the applications.

Discussion on whether the amount should be capped at $2500 and it was decided that it would be possible to award more than $2500 to a single proposal. The committee approved the Mini-Grant program.

OTHER BUSINESS

- John Bee, special visitor, offered some final thoughts on assessment. He mentioned that he used a matrix approach to mapping mission-based student learning outcomes in which the individual programs indicate where they intersect the student learning outcomes. He thanked the committee for allowing him to attend the meeting.

- Noreen Lephardt announced that the AACSB visitors recommended a 5 year accreditation visit for the College of Business Administration programs.

ADJOURNMENT

The meeting was adjourned at 10:30am.

Respectfully submitted,
J. Chris Perez, Recorder