University Assessment Committee

September 5, 2008

Minutes

Members Present: Bloom, Acord, Bardwell, Caulfield, Gemoll, Halula, Krueger, Lephardt, Meyer, Moyer, Rofes, Zanoni

Members Absent: Dooley, Levy, Rice, Taft

Call to Order: The Meeting was called to order at 9am by Vice Provost Bloom.

Minutes: The minutes of May 2, 2008 were approved with two changes. (see attached.)

Announcements and Information:

- Dr. Bloom announced that the CourseEval Software which was piloted by four departments last spring was a great success. A contract has been signed with CourseEval and all faculty who are using IAS evaluations for their classes this semester will be evaluated by their students using CourseEval. Students will receive an email message asking them to complete the evaluation through Cheqmarq. The form will not be tied to D2L. D. Gremoll will find out if faculty can still receive University of Washington data for comparisons. The four common questions used for promotion and tenure will still be included but will be reworded. Every faculty member who teaches a course using IAS will be evaluated by students every semester. (This is different from past practice where long term faculty did not go through course evaluations every semester.) Questions can be added to tailor the form to a specific course/department/college. Training for all faculty members will occur in October. Results of the evaluation will be available to faculty shortly after the evaluation is completed by the students. J. Caulfield suggested that the UAC assess the instrument. P. Bloom stated that we would discuss this at a future UAC meeting

- Dr. Bloom announced that the Annual Program Assessment Report Online Form is now available. Programs who submit reports using
the form will receive an email response telling them that the submission was successful and allowing them to see the report.

- Dr. Bloom announced that the 2008 Assessment Institute will be held at IUPUI in Indianapolis on October 26 – 28. UAC members were asked to consider attending. Dr. Bloom will determine who can attend sharing the cost with the committee member’s department/college.

Reports:
- Dr. Bloom distributed a Project Sheet for 2008-09 listing the work of the Committee. The Ultimate Project for the year is the Focused Visit on Assessment which will occur on March 2 – 3, 2009. Members were asked to keep these days free to assist with the visit. Specifically, the UAC is responsible for the Assessment Report which is due the first week of January, 2009; collecting and coordinating documents for evidence; facilitating assessment information sessions for faculty and students; and serving as hosts during the site visit. The Steering Committee for the Visit include G. Meyer and C. Krueger (representing the UAC), B. Weiner, J. Pray and P. Bloom.
- Other tasks for the UAC this year include:
  - updating and completing the undergraduate institutional assessment plan
  - reviewing the undergraduate institutional aggregated assessment results for AY2007-08
  - assisting in the development of Graduate Institutional Learning Outcomes
  - reviewing the learning outcomes and assessment plans of new majors, degree programs and co-curricular programs as they are launched
- Committee members were reminded of the Ground Rules of the UAC to include:
  - The UAC is advisory in terms of program and assessment. Ultimately, programs are the responsibility of their respective faculty and college
  - Members are asked to operate in the spirit of peer review
  - The UAC is responsible for institutional learning outcomes and as such, need to work closely with BUS and BGS
- Dr. Bloom stated that the Committee will meet twice a month – one meeting will be for general business, the second for specific tasks
• The Committee reviewed and discussed the Assessment Audit Report developed in the Summer of 2008

Old Business:
• The Committee selected November 7, 2008 as the next Peer Review Assessment Working Seminar (PRAWS). Members suggested that prior to the Review, programs assess their own program using the format that will be used at the PRAWS. It was also suggested that less time be allotted for each program review and that more time be given to providing information about the long term benefits and the cycle of review. Two half days will be scheduled so that programs will have a choice of times. Committee members will be at the PRAWS for the full day.

New Business:
• A discussion occurred regarding the Assessment Web Pages. It was decided that Dr. Bloom will invite representatives from the Office of Marketing and Communication to assist the Committee in determining how we want the website to look depending on the various audiences. Members were asked to view the assessment websites of other universities for ideas regarding possible uses for our site.

The meeting adjourned at 10:30am

Lea Acord, Recorder