University Assessment Committee
Minutes of the February 1, 2013 Meeting
9:00 AM to 10:30 a.m., Raynor Conference Room A

Attendance
Present: Sharron Ronco (chair), Lea Acord, Rebecca Bardwell, Patricia Bradford, Tom Kaczmarek, Noreen Lephardt, Laura MacBride, Michelle Nemer, Chris Perez, John Su, Eva Soeka, Joyce Wolburg, Jean Zanoni

Reflection/Prayer
The meeting was called to order at 9:06 a.m. by Sharron Ronco. Joyce Wolburg offered a Reflection.

Approval of Minutes
Minutes of the December 18, 2013 meeting were approved unanimously without correction. Motion to accept by Lea Acord, second by Chris Perez.

Announcements:
Welcome Tom Kaczmarek to the UAC.

Continuation of Review of draft Assessment Procedures document (see minutes from January 18th Meeting)

Dissemination of Assessment Findings

In response to the UAC request from Jan. 18th 2013 meeting Sharron reported out on the assessment results other institutions shared with students and other stakeholders. In general she found no consistent pattern. Program results were share in 2 institutions she reviewed.

The UAC committee had an extensive discussion covering the depth and extent of assessment findings that was to be shared with students.
      a. It was concluded that students will not have access to ARMS; some programs have assessment item that are test questions etc.
      b. The procedure document needs to clearly articulate the expectation for assessment reporting and dissemination of information.

The UAC engaged in an extensive discussion of how the procedure document could be worded to improve clarity and set the intended expectations regarding the reporting out of assessment findings. The discussion included:

      a. Careful crafting of the language for the document in setting the expectation's i.e. What is meant by "information" (see draft document);
      b. Who will enforce the delineated procedures? What is the incentive to comply;
      c. The role of the assessment training in clarifying the expectations delineated in the final document;
      d. What students *want* to know and what they *need to know* and how much information they need about the assessment outcomes;
      e. Assessment data is for the faculty
      f. What *we want students to know* about the outcomes, what is the minimum requirement of information to be shared;
      g. How assessment training can help set and clarify the procedures;

    h.   Who needs to review the draft document for feedback all or a sample of Deans, Department Heads, PALS;

    i.   What are we requiring as far as the data that will be reported

<u>The UAC concluded the discussion of the procedure document with the following:</u>

    a.   Sharron will wordsmith and send the final draft document to Deans, Dept. heads and the academic and co-curricular Program Assessment Leaders for refection and feedback.

    b.   The language the UAC recommended for the procedure document is:

> ***Programs are expected to share "key findings" from the assessment of on-going student performance with their students.***

> ***The report will minimally include on-going efforts to improve the program and student learning based on key findings.***

> ***How the assessment data was utilized to make the programmatic changes.***

    c.   Once the Assessment Procedure document is approved Sharron will provide training around the expectations for the report.

    d.   Minor changes to the calendar wording were recommended.

February professional development workshops for PALs (Sharron)
Sharron briefly reported out the scheduled workshops and current sign-up. The Feb 19th program will not include the development of rubrics. She will send out a reminder to the PALs. Sharron would like to have UAC members to attend at least one workshop. Dates are:

> Feb 15th : 9:00-10:30 AM: Curriculum Mapping
> Feb 19th : 9:30-11:00 AM: Writing Learning Outcomes
> Feb 22nd: 1:00-2:30 PM Setting Internal Benchmarks

Feedback on Self-Study Core Component 4B
Sharron asked the UAC to make comments on-line for section 4.B of the HLC self-study.

Update on rollovers/access in ARMS (Michelle)
Michele up-dated the UAC on the *Campus Lab* up-grade which includes the ability to roll-over "partial" sets of information from last year's individual program report. The UAC discussed what we believed would be important to roll-over to provide a maximum amount of flexibility for the programs without increasing the potential for them to ignore reporting current assessment information. What we do roll-over will be system-wide. The following items will be included in this year's roll-over. The Overview page, Learning Outcomes, Measure#, Name of Measure, Rubrics, Description of Methods Categorization, Benchmarks and Results.

Adjournment
Meeting adjourned at 10:43 AM

Respectfully Submitted,
Noreen Lephardt, Recorder