

University Assessment Committee
March 22, 2013
Minutes

REFLECTION/PRAYER

The meeting was called to order at 9:05am by Sharron Ronco. Rebecca Bardwell offered a reflection.

APPROVAL OF MINUTES

Minutes of the March 1, 2013 meeting were approved unanimously.

CONTINUING BUSINESS

- **Feedback on Self-Study Core Component**
Sharron gave the feedback offered by the UAC on Core Component 4B to Gary Meyer. Some comments stemmed from not seeing the entire document, where the concerns had been addressed. The tables and assessment diagram have been redone. Gary was grateful for the feedback. A final revision should be completed in May. Sharron has asked to see the final document before its publication and will share with UAC if that happens.

NEW BUSINESS

- **AAC&U meeting on General Education Assessment**
Sharron and John Su attended this meeting in Boston at the end of February. Sharron said the meeting was productive for getting some new ideas, and feeling reassured that we are not the only ones struggling with issues of core assessment. She reported that two sessions were of particular interest. The Collaborative on Authentic Assessment of Learning provides a virtual community where institutions can upload, share and discuss their campus assessment results using the VALUES rubrics. This has the potential for providing external benchmarks for student success. The other was a consortium funded by Lumina where ten universities are assessing general education in discipline capstone courses, much as we are piloting with our 2012-13 development grants.
- **Core Assessment Development Grants**
John Su reported that the Provost was again offering \$1000 grants to faculty to generate new assignments (or modify an existing one) for the purpose of generating assessment data for one or more of the Integrated Core Learning Outcomes for the University Core of Common Studies. Faculty in any department teaching a course that enrolls a preponderance of senior undergraduates may apply. John hopes to have every eligible college participate in this initiative, and asked the UAC representatives to encourage their colleagues to submit a proposal. He is willing to help people develop and implement their ideas. Proposals are due on April 19th, 2013.

- **Approval of Assessment Procedures document**

The Committee unanimously approved the document, *Procedures of the Assessment of Student Learning in Academic and Co-Curricular Programs* without further substantive discussion.

- **Preparing for the HLC site team review of assessment plans and reports**

Sharron reported that HLC reviewers will be given access into ARMS as early as August 1st. We want to make sure that our AY 2012 assessment reports are complete and ready for review. She and Michelle are currently undertaking an audit of plans and reports. In some cases, the student learning outcomes in the plans (on the website) do not match those assessed in the reports. Some reports are missing or incomplete. Some contain misspellings, typos and poor writing. In some cases, information is in the wrong boxes in ARMS. The quality of some reports is poor. Sharron distributed copies of the audit sheets to UAC reps who were in attendance and asked for their assistance in getting the reports fixed.

The UAC suggested that Sharron contact individuals whose reports need attention, rather than sending out a blanket e-mail. It should be reiterated that this is a serious matter because of the previous focused visit on assessment. She could suggest to the PAL that they have someone else in their department read the report for grammar and spelling, since this would be less critical and may result in corrections that the authors themselves don't catch. It may be wise to get Gary Meyer involved in those cases where action is not forthcoming. Timing is critical, as the PALs who are not administrators will be unavailable after May 15th.

UAC members asked that the last meeting of this year (May 3rd) be dedicated to an overview of HLC – what to expect with the visit. They suggested that a one-page prep document for faculty be prepared by August 15th. This would include some simple bullet points for faculty to keep in mind in case they are queried by HLC visitors.

ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

These minutes are taken from the Chair's notes.