

**University Assessment Committee**  
**May 1, 2015**  
**Raynor Library Conference room A**

Present: Sharron Ronco (Chair), Marilyn Bratt, Karen Evans, Baolin Wan, Brittany Wyatt, Laura MacBride, Pol Vandeveld, Noreen Lephardt, Fred Sutkiewicz, Jodi Blahnik, Maureen McAvoy, Guy Simoneau

**I. Call to Order/Reflection**

The meeting was called to order at 9:00 by Sharron Ronco  
Noreen Lephardt offered the reflection.

**II. Approval of minutes from the April 17 meeting**

Minutes passed as written except for the correction of the spelling of Maureen McAvoy's name.

**Announcements:** Sharron Ronco passed around various books on assessment and asked if committee members wanted copies. She offered to order a copy for them upon request.

**III. AY 2014 Institutional Assessment Report**

The Committee examined the draft report and discussed how to handle missing information for programs that did not report assessment results for AY 2014. Some programs have an approved hiatus in the status field of the report, whereas others are simply blank. Various assessment committee members reported on programs in their college, and this led to a broader discussion of who takes responsibility for seeing the reports are turned in. They asked where the accountability lies within the various colleges, and it was clear that assessment is handled differently, depending on priorities such as outside accrediting bodies, etc. Some colleges give a course release to a representative to takes responsibility.

After a continued discussion, the committee agreed that it's best to move on (water under the bridge) and focus on improving the reporting in the future.

Fred Sutkiewicz questioned whether the percentages in Tables 1-6 were accurate based on the way the report is submitted. After some discussion of the use of drop-down menus on direct and indirect measures, the committee recommended adding a qualifier that these are minimum percentages.

In Table 7, the committee recommended that the criteria be better defined and visible for best practices so that other programs know how to aspire to it. They also recommended that Ronco email PALs and copy the dean of the respective programs with best practices, congratulating them on a job well done.

Ronco suggested that the committee approve the report before she submitted it. She will send it out on email for approval before submitting.

#### **IV. Programs without Assessment Plans**

Ronco shared a form that listed the programs without assessment plans and asked the committee members if they know the contact person for these programs. Ronco has sent a template to those programs in the past, but she has not gotten a response.

#### **V. Undergraduate alumni Survey**

Laura MacBride provided copies of the alumni survey, which includes post-grad outcomes, and asked committee members to review it and make comments so it can be administered in June. University Advancement tracks email accounts, so it is possible for OIRA to reach out to alumni as well.

The committee asked how this enhances what the university does and MacBride noted that it provides useful information to university. Different members (e.g., Marilyn Bratt, Noreen Lephardt, and Joyce Wolburg) spoke to the use of data that has been given to the individual colleges and the value it has provided.

In the past there has been a 36 percent response rate, and the hope is that the rate will stay the same now that it is going online. The committee did not have any suggestions for change.

The meeting was adjourned at 10:30.

Respectfully submitted,  
Joyce Wolburg