

University Assessment Committee

September 7, 2012

Approved Minutes

ATTENDANCE:

Present: Sharron Ronco (Chair), Lea Acord, Rebecca Bardwell, Patricia Bradford, Jon Dooley, Kim Halula, Noreen Lephardt, Laura MacBride, Michelle Nemer, Chris Perez, Eva Soeka, Sonia Shan, John Su, Fred Sutkiewicz, Joyce Wolburg

REFLECTION/PRAYER

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

APPROVAL OF MINUTES

Minutes of the May 4, 2012 meeting were approved unanimously with one minor correction.

CONTINUING ITEMS

- Sharron announced that Marquette University was featured in the July, 2012 Newsletter of the National Institute for Learning Outcomes Assessment (NILOA). The recognition was for the MU website which gives a wealth of information regarding assessment and outcomes.
- **Assessment Reporting Management System (ARMS)**
Sharron reported that the ARMS is up and running thanks to Michelle Nemer. Those who have used the system stated that it was simple and intuitive. Michelle sent an invitation for training to the Program Assessment Leaders (PALs). The UAC members are also asked to attend a training session – Michelle will send an invitation with the dates to UAC. The deadline for putting reports into the system is October 19 – two weeks after the last training session.
- **Assessing the Core Curriculum**
John Su distributed a document entitled University Core of Common Studies which included an introduction to the UCCS, the process of implementing the plan and two sets of learning outcomes - the UCCS Knowledge Area Assessment Plan and the UCCS Integrated Core Learning Outcome Assessment Plan. After some discussion, a suggestion was made that John combine the two learning outcomes into one document. Another suggestion was made that we need to capture core experiences which accompany the learning outcomes. At the November UAC meeting, UAC will review the first two knowledge area outcomes (Rhetoric and Mathematical Reasoning), review the draft rubrics of ICLO and provide feedback, and review a draft plan for the second Cycle and provide feedback.
- **HLC Self Study – Criterion Four**
Sharron announced that the first draft narrative for the HLC Criterion 4 has been sent to the HLC Steering Committee. Sharron announced that she will send the draft to the UAC within the next two weeks for our input. She stated that the timeline was that during the Spring semester, drafts of the entire narrative will go to the editor for final editing.

NEW BUSINESS

- **2012-13 Work Plan**

Sharron distributed a draft copy of the UAC 2012-13 Work Plan for review of the Committee. She discussed each item and told the Committee which ones she felt were a priority. These items included:

1. Get all remaining program assessment plans developed, approved and posted
2. Develop an Assessment Procedures and Timeline document
3. Receive final reports from the 2011-12 mini grants
4. Review Criterion 4B narrative for HLC.

In addition, she and the group added two more items – (1) Core Curriculum Review and (2) development of an infrastructure for supporting assessment.

A question was asked whether mini grants will be available this year. Sharron stated that although she requested additional assessment funding from the Provost office, funding was denied.

September 21, 2012 – PALS Workshop

The group discussed the content for the September 21 workshop. All agreed the workshop should be from 9 – 11 instead of 9 -12 and should be for new PALS. Sharron asked for help to develop the agenda and content. The following UAC members agreed to assist her: Jon Dooley, Noreen Lephardt, John Su, and Rebecca Bardwell.

ADJOURNMENT

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

Respectfully submitted,

Lea Acord, Recorder