

**University Assessment Committee**  
May 4, 2018 9:00-10:30  
Raynor Library Conference Room D

Present: Sharron Ronco (Chair), Marilyn Bratt, Baolin Wan, Joya Crear, Jean Zaroni, Jeremiah Barrett, Jeanette Kraemer, Marta Magiera, Steve Guastello, Sarah Feldner, Margaret Duffy, Karen Evans, Fred Sutkiewicz, Joshua Steinfels-Saenz, Crystal Lendved

The meeting was called to order at 9:04 am by Sharron Ronco. Sharron Ronco offered a reflection.

Approval of minutes

The minutes of the April 6, 2018 meeting were reviewed and approved with Steve Guastello motioning to approve and Jeanette Kraemer seconding the motion.

Updates on core curriculum

Sarah Feldner discussed updates on the core curriculum that were in the minutes from April. Outcomes have been identified and Theology, Philosophy, and Rhetoric will be the first classes from which common assignments will be sampled from students and then scored. Sarah noted that we are temporarily going to use SharePoint to submit the paper samples. She also noted that the core right now is in good shape and that they are prepared for incoming class. The core committee will be working on the forms for the core over summer. They will also be conducting a review of syllabi to gain feedback about how the class connects to the core so that the connection is more obvious. Sarah reported that the big piece that we are still missing is the software that will help in the assessment of the core.

Updates on succession plan for assessment

Jenny Watson, Vice Provost for Academic Planning, emailed an update to Sharron for the committee. The search committee for the new assessment director includes: Pol Vandavelde, Margaret Duffy, Alix Riley, Kristof Kipp, Sarah Feldner and Jodi Blahnik. They will be meeting on May 11 to take a first look at the candidates and narrow down the candidate pool. Currently there are only 5 applicants. Jenny Watson will send invitation to committee when any candidates are brought to campus. Job announcement has been posted to the Chronicle, Association for Institutional Research job board, and Sharron has sent it to her assessment listserv colleagues. Position is not closed and will remain open until filled. Anticipated start is August/September. Assessment office is being relocated permanently in beginning of June, location not yet known.

Updates from the Chair

The software committee will start back up in the fall to decide what to go with next for assessment software. Question was posed if there is there a way that the software for course evaluation instrument can work with assessment software. One product that was looked at (AEFIS) did offer all these things through their product but they are not interfaced. Sharron recommends not continuing with CampusLab planning module.

#### Updates on co-curricular assessment plan

Jodi Blahnik gave an update about the co-curricular assessment plan. The plan is to focus on the first domain, Life Skills. In fall they had a kickoff meeting with some identified departments and they developed measurement tools over the fall with the intention data would be collected in the spring. Some data was collected in the spring from departments and they will start working on the assessment of that data starting this summer. Jodi and Sharron will meet before Sharron leaves to work on a succession plan. They will work on deciding which domains should be assessed over the next few years and how to create an organization and leadership structure to hold people accountable. Jodi and Joya will also be meeting to discuss transitioning oversight away from Jodi. Sharron mentioned she is going to the Association for the Assessment of Learning in Higher Education next month and will bring back information to share on core-curricular assessment outcomes.

#### Review of online assessment training module 1: Info for new PALS

Margaret and Sharron have been working on assessment modules for the 12 training topics for PALS and faculty. The first recording is done and is up on SharePoint. It is focused on information for new PALS and contains three parts. Chris Simenz is recording an introduction/welcome to the module for the first part. The second piece is an 8-minute video/recording that has information with instructions for PALS. The third piece is a documents file containing supporting documents. They are currently working on the second module which is writing student learning outcomes. This module will feature a scenario of a PAL having to do an assessment plan. The committee viewed the first module. Margaret is looking for volunteers from the committee to help create videos and brainstorm ideas.

#### Approval of the Institutional Assessment Report – Academic Year 2017

The committee reviewed and approved a draft of the Institutional Assessment Report. The report will be made public and will also go to HLC because it's our five-year review. Pass rates from Business are still missing since the agency that provides them has not yet released them. The program assessment piece of the report provides examples of programs with good practice components and curriculum maps. It also includes the most frequent feedback for improvement that was provided during AY2017. There are sections giving updates on both the co-curricular learning outcomes and core curriculum. The report includes standard licensure and certification exam pass rates as well as results from the graduating senior survey. Karen Evans motioned to approve the report and Jeremiah Barrett seconded the motion.

#### Other end-of-year business

Sharron was thanked for her great work as Assessment Director and will be missed.

Stephen Guastello motioned to adjourn, and Joya Crear seconded.  
The meeting was adjourned at 10:09 am.

Respectfully submitted,  
Crystal Lendved