

University Assessment Committee

December 1, 2017

9:00 am -10:30 am

Raynor Library Beaumier Suite D

ATTENDANCE

Present: Sharron Ronco (Chair), Jeremiah Barrett, Susan Bay, Marilyn Bratt, Joya Crear, Margaret Duffy, Crystal Lendved, Marta Magiera, Joshua Steinfels-Saenz, Baolin Wan, Brittney Wyatt, Jean Zaroni

I. Reflection/Prayer

The meeting was called to order at 9:00 a.m. by Sharron Ronco. The Reflection was offered by Joya Crear.

II. Approval of the October 27, 2017 Minutes

Minutes approved by motion from Jean Zaroni, second by Joya Crear. Motion passed.

III. New Business

A. Update from the Chair

Info in ARMS is currently in the process of annual roll-over. Some difficulties occurred this year, but the roll over will be completed soon.

Campus Labs is in the process of updating ARMS software. Upgrade will occur on 12/7. After update is complete, interface will look different; some training may need to occur for PALS. Margaret Duffy reported that the intention is to streamline the interface, which will help those who log into ARMS occasionally; however, some specific features may be lost.

Our contract with Campus Labs terminates at the end of this school year; so Sharon is considering how to improve the program/process.

Sharron and Margaret are currently providing feedback on last year's assessment reports. That feedback will be available indefinitely in ARMS. Sharron will also send the feedback directly to the relevant Deans, Chairs, and Assessment Coordinators.

Co-curricular assessments: finished assessment mapping for Domain A–Life Skills. Information will be collected during Spring 2018 semester. Sub-committee will be formed next summer to determine how to best analyze, synthesize, integrate, and present the information. Jodi Blahnik and Sharron presented to the co-curricular assessment work done so far to the provost who was particularly interested in how it can help guide how to offer co-curricular opportunities to online learners.

B. Status of AY 2017 Assessment Reports: The no-shows

There are a number of no-shows. Sharron asked UAC members to help achieve compliance. Before the end of the semester, Sharron will send a list of any remaining no-shows to the relevant deans and the provost.

C. Peer Review Debriefing

Discussion about what the UAC can do to address the challenges that were raised at the peer review and to offer incentives for good assessment work.

- Suggestions to address assessment challenges:
 - Promote mentorship across programs
 - Encourage programs to offer administrative support for assessment
 - Help programs to understand that university assessment requirements accord with whatever assessment methods the programs finds beneficial, with outside accreditation requirements, etc.
 - Educate programs to understand that assessment can take many forms
 - Offer assessment education that is catered to particular disciplines and particular goals within disciplines
 - Suggest that programs enlist graduate students to help with undergraduate assessment
 - Streamline ARMS requirements for programs with external accreditation
- Suggestions for incentivizing assessment:
 - Offer stipend to assessment coordinator/PAL in each program
 - Offer “Best Program Assessment” award each year with stipend

Proposed actions:

- Sharron will discuss the following with the provost’s office:
 - Formalizing succession plans for PALS that include
 - Clear expectations
 - Assigned responsibilities
 - Obligation to let Sharron know who PALS are so she can follow up, train, etc.
- Develop process to allow programs with external accreditation to provide ARMs with information that aligns with outside accreditation requirements:
 - Communicate minimum HLC requirements to those programs
 - Allow programs to then submit brief narrative report to ARMS that indicates that the program assessment meets those requirements
 - Sharron could meet individually applicable programs to cater ARMS requirements to them

D. New assessment plan: Latin American Studies Major

Discussion about what feedback to offer to program about this assessment plan: Sharron has offered some feedback; UAC offered the following:

- Have the courses that will conduct assessments been identified for this year's report? When will the rubric be completed?
- Motion to approve plan pending answers to those questions offered by Marta, seconded by Jeremiah Barrett.

The meeting was adjourned at 10:30 a.m. Motion by Baolin Wan, second by Marta Magiera.

Respectfully submitted,
Susan Bay