<div align="center">

University Assessment Committee
January 19, 2018
9:00 am -10:30 am
Raynor Library Beaumier Suite D

</div>

ATTENDANCE
Present: Sharron Ronco (Chair), Jeremiah Barrett, Susan Bay, Marilyn Bratt (through Skype), Margaret Duffy, Sarah Feldner, Stephen Guastello, Jeanette Kraemer, Crystal Lendved, Marta Magiera, Connie Petersen, Joshua Steinfels-Saenz, Baolin Wan, Frederick Sutkiewicz, Jean Zanoni

I.   Reflection

The meeting was called to order at 9:04 a.m. by Sharron Ronco.
The Reflection was offered by Steve Guastello.

II.   Approval of the December 1, 2017 Minutes

The minutes for the December 1, 2017 meeting were reviewed.
Motion to approve: Jeanette Kraemer.
Second: Joshua Steinfels-Saenz.
Motion passed by voice vote. Minutes approved without correction.

III.   Update from the Chair

Sharron Ronco talked with the provost office for possible awards to the programs which did excellent work on assessment. The programs without external accreditation will be given priority. However, such award may not be offered in recent due to limited resources.

Campus lab, the current assessment software vendor, was asked to roll over some items in ARMS. Some mistakes were made during the rollover. They were corrected although it took relatively long time. It is good enough to work with now although not as perfect as we expected. The software also has new interface.

Decision needs to be made soon (by March 2) to decide if we keep this software, change to another product, or develop our own. Otherwise, the current software will be automatically renewed for another three years. Sharron asked for volunteers from this committee to look at the new interface and work with IT department to work this out.

IV.   ARMS updated interface – demo and reactions

The committee went through some tabs and tried some functions of the ARMS with the new interface. Some functions are favorable, such as all items in one column and items in order. Some parts need to be improved. The report generated by ARMS is static. We need

a more dynamic data collecting tool, such as obtaining students' grade from D2L, for better analysis.

Sharron reported that gap analysis is going on to review other products in the market. The product with more dynamic function for collecting, analyzing and summarizing data is preferred.

Jeremiah indicated that D2L has the function of pulling data/homework/tests from different courses. However, it is not turned on. Turning on this function on D2L maybe a good leverage to negotiate with Campus Lab to add such function. D2L has other useful assessment functions which are not turned on.

Fred talked about the assessment software used by Dental School. The exams can be downloaded and categorized to learning outcomes, knowledge areas, standards, etc. It can also do the curriculum mapping. It costs $55 per student per year, which is covered by Dental School.

Fred suggested to negotiate with Campus Lab to write specific programs for Marquette.

Sharron will summarize and take the recommendations from this committee and the subcommittee reviewing other products to the provost office.

V.   PALs roles and responsibilities

The committee reviewed the draft of "Program Assessment Leaders – Roles and Responsibilities". The committee discussed who is responsible for designating the PAL for a program. Normally department chairs are responsible for this task.

The committee discussed possible incentive for PALs. The contributions and work load of PALs should be recognized. Administrative supports will be very helpful.

The role of PALs needs to be clarified. The PAL of a program should be identified earlier in order to submit the assessment in October on time. Guidelines for collecting data and other assessment tasks will help new PALs. An introduction paragraph linking assessment and instruction is suggested. The meaning and value of assessment are suggested to be in the introduction paragraph.

Sharron will make changes based on the suggestions from the committee.

VI.   Still waiting for some AY 2017 assessment reports

There are still a few programs not submitting AY 2017 assessment reports. Sharron asked the representatives from the colleges missing assessment reports for possible reasons and solutions.

Margaret went through the submitted reports and gave feedbacks. The major suggestions from Margaret to the programs are changing verbs to the ones more measurable in the student learning outcomes, specifying what courses/activities were assessed, and providing evidences for the assessment.

Online or video training may be provided to help PALs.

VII.   Meetings with programs that have external accreditation

The committee discussed if the programs having external accreditation could use their assessment reports for the university assessment. Some programs have collected data for the external accreditation, which could be used for the university assessment. Potential issues include timelines not matching, standards not aligned, and different data requirements.

Sharron will set up meetings individually with each program with external accreditation to discuss the standards of HLC and those of external accreditation agencies.

VIII.   Meeting Adjournment

Motion to Adjourn: Stephen Guastello.
Second: Jeremiah Barrett.
Motioned passed by voice vote.

Meeting adjourned at 10:30 A.M.

Respectfully submitted,
Baolin Wan