University-Wide Assessment Committee  
Student Learning  
January 17, 2014  
2:00 p.m., Kearns Hall 205

Members Present: John Beard (Chair), Karen Aguirre, Janet Buckenmeyer, Kristal Curry, Jeannie French, Amy Fyn, Dodi Hodges, Michael Latta, Jim Luken, Chris Mee, Carol Osborne, Scott Pleasant, Nelljean Rice, Lee Shinaberger

Members Absent: Ellen Arnold, Margaret Fain, Vivian Ford, Megan McIlreavy

I. Welcome and Approval of Minutes

John Beard, Chair, convened the meeting at 2:00 p.m. in Kearns Hall 205 and welcomed all present. The minutes from the meeting on November 15, 2013 were included as part of the packet distributed to all attendees. The Chair asked if any modifications to the minutes were recommended. A motion to approve the minutes as submitted was offered by Karen Aguirre, seconded by Janet Buckenmeyer, and approved by the committee.

II. Assessment Updates

A. Assessment Awards: Spring General Faculty Meeting – Recipients of the assessment awards were announced at the spring general faculty meeting on January 10, 2014.

B. Distribution of 2012-2013 Evaluations – The following materials were distributed as follows:

1. Letter, Rubric, Scoring Guide to All – Sent to all concerned with specific reports. Sample copies of these materials were included with the meeting materials distributed prior to today's meeting.
2. Full Packets to Deans, Associate Deans & Assessment Coordinators – Additional materials, e.g. specific feedback and comments, were sent to this group.
3. Letters to All "Finalists" – Department chairs from those departments that were included in the "Final 13" but not one of the four that received an award received a letter of recognition.
4. Letters to Three "Most Improved" – Department chairs in three of four departments with reports that received a Needs Improvement last year and a Satisfactory rating this received a letter indicating they were moving in the right direction.
5. Final Listing in Assessment Audit – Ratings of Exemplary, Satisfactory, and Needs Improvement will be added to the Assessment Audit in the near future.

C. "Executive Summary" in TEAL Online – February – The Dean of each college compiles an overview for his colleges based on the assessment reports submitted by each department and/or program. Successes and areas in need of improvement are included in these reports. Executive Summaries for 2012-2013 should be added in TEAL Online during February. Reminders have been sent to all concerned.

III. Points of Discussion for Spring 2014 – Now that the assessment report rating activity has been finished, the committee will focus on the following until the committee work ends at the end of the semester:

A. Standardized Testing (Beard/Mee/Aguirre) – The committee is in the position to make recommendations for standardized testing if it was agreed that this testing would be of use in all colleges. Tests measuring basic skills, e.g. writing and communication, as opposed to major-specific skills will be considered. John Beard, Chris Mee, and Karen Aguirre will research available tests and consider how funding might be procured for their purchase and administration. Any information available will be distributed to committee members prior to the next meeting if possible.

B. Future Assessment Plan (Luken/Osborne) – When the assessment process across campus was formalized over five years ago a five-year plan was developed. As the five years have elapsed the time has arrived for a new plan to be developed. Jim Luken and Carol Osborne have agreed to help lead a discussion on the future of student learning at the University. Feedback from the committee is welcome and a discussion will occur at a future meeting.

C. Student Learning Focus (Curry/Hodges) – The committee has spent much time considering the process and procedure of assessment. Kristal Curry and Dodi Hodges will lead a discussion on bringing the focus back to student learning.

IV. The "Next Step" for University-Wide Assessment

A. 2013 NILOA Survey Results – Included with the meeting materials was a report from the National Institute for Learning Outcomes Assessment (NILOA) entitled "Knowing What Students Know and Can Do – The Current State of Student Learning Outcomes, Assessment in U.S. Colleges and Universities". This report is an abridged version of results based on a survey sent to Provosts and Chief Academic Officers at two- and four-year institutions across the country. Coastal was invited to participate and did complete the survey. Also included in the meeting materials was a summary of the report findings compiled by Chairman Beard. The eight major findings of the survey and their implications are included in this summary. The committee discussed several key points presented in the survey.

V. Adjourn – Next Meetings: Feb 14 @ 2:00
   March 21 @ 2:00
   April 25 @ 2:00

With no further business to discuss the meeting adjourned at 3:00 p.m.