University-Wide Assessment Committee
Student Learning
January 18, 2013
2:00 p.m., Edwards 164

Members Present: John Beard (Chair), Ellen Arnold, Amy Fyn, Dodi Hodges, Michael Latta, Vivian McCain, Carol Osborne, Scott Pleasant, Barbara Ritter, Dennis Wiseman

Members Absent: Kristal Curry, Margaret Fain, Tom Hoffman, Jim Luken, Chris Mee, Nelljean Rice, John Steen

I. Introductions and Approval of Minutes

John Beard, Chair, convened the meeting at 2:00 p.m. in the Edwards Board of Visitors Conference Room and welcomed all present.

Scott Pleasant, Writing Center Coordinator, was introduced as the newest committee member, replacing Brianne Parker as the Assessment Coordinator for University College. Scott joins the committee with previous assessment experience through his work on several assessment grants and writing assessment activities over the past few years.

The minutes from the meetings on November 16th and November 30th, 2012 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 Carol Osborne, seconded by Dodi Hodges and approved by the committee.

II. Updates for Spring 2013

A. Confirm Meeting Dates and Times – Committee members discussed moving the start time for the meeting back from 2:30 to 2:00 for the remainder of the semester. The Core Curriculum Committee Meeting is at 3:00 on the same Friday each month and several members serve on both committees. This time change was agreeable with all present.

B. Executive Summary Due in TEAL Online: Feb. 15 – Executive Summaries for the colleges are the final reports due for the academic year 2011-2012. As part of the Executive Summaries, Deans are required to provide an overview of the assessment activities completed in their areas. In many cases Assistant Deans and Assessment Coordinators assist the Dean in providing this overview. In addition to the colleges, Enrollment Services, Finance and Administration, Kimbel Library, and Student Affairs are required to submit an executive summary into TEAL Online.

C. "Assessment Audit" posted early February – The report outcome ratings of Exemplary, Satisfactory, and Needs Improvement have been assigned to all academic assessment reports for 2011-2012. These ratings were determined by the UWAC-SL sub-committees that worked together in the Fall 2012 semester to assess the reports. Report outcomes have been added to
the Assessment Audit and this information will be posted to the University website in early February. An e-mail will be sent to all faculty indicating these results are available. Due to confidentiality concerns, a Coastal user name and password will be required in order to view the assessment audit. Once logged in, site visitors will have access to academic, administrative and student development reports.

Dennis Wiseman suggested that a brief explanation of the rating process be included with the assessment audit. As this procedure has changed over the past several years, an explanation of the process will help viewers understand the potential variation in report outcomes (ratings). In addition, it was suggested that copies of the rubrics used to assess the reports be included.

The committee discussed the need to review the methodology that was used to arrive at the report outcomes. As eight reports were recognized as exemplary at the Spring 2013 Faculty Meeting, and all faculty will have access to read said reports, it is important that the methodology used to arrive at the ratings be discussed. In addition, in an effort to practice continuous improvement in our own endeavors, it was suggested that the rubric used for report assessment be reviewed and modified as needed. It was agreed that these discussions should occur this semester while the process is fresh in everyone's mind. It was then suggested that all committee members receive copies of the feedback that was distributed to the colleges as this information, particularly the comments, will be helpful in the evaluation of the process and rubric. Chairman Beard indicated he would distribute these reports to everyone.

D. COHFA Confab – Feb. 15, 2:00 – 5:00: Ellen Arnold & Carol Osborne – Ellen Arnold shared details with the committee concerning an assessment event being offered by the College of Humanities. A handout describing the event was included with the meeting packet distributed to all attendees. This casual gathering will focus mostly on actual classroom practices (assignments, student work, etc.) that others might be able to use in their classrooms.

E. Individual Evaluations Returned to Departments – Included with the meeting packet was an example of the type of feedback based on this committee's review of the 2011-2012 reports, that was given back to the colleges.

III. New Evaluations of "Other" TEAL Online Reports

A. Feedback is Needed for College-Related Reports – Included with the meeting materials was a list of non-academic departments (e.g. the centers, Kimbel Library, Graduate Studies) that have never received feedback for their assessment reports. It was agreed that these areas should receive feedback for their efforts. Chairman Beard suggested that his group look at these reports using the same process that was employed in reviewing the academic reports in the fall semester.

B. Sample Rubric from UWAC – Administrative Units – As mentioned in item III A above, for departments that are not strictly academic, the detailed rubric used last semester may not be the best fit. It was agreed that the rubric used to evaluate the academic departments may be a better fit. In reviewing this rubric the following changes were recommended and agreed upon. The "Needs Improvement" rating band was changed from 0-3 to 0-5, the "Satisfactory" rating
band was changed from 4-6 to 6-8, and the "Exemplary" rating band was changed from 7-10 to 9-10. Copies of the modified rubric will be distributed to committee members.

C. Divide Labor into Groups: A, B, C, and D – The committee was divided into four groups, each reviewing three reports and one group reviewing four. Each group was assigned an organizer tasked with bringing the group together and consolidating results.

D. Each Group Reaches Consensus on A Common Score & One Final Rubric Form is Submitted - Final rubric forms should be sent to Chairman Beard prior to the next committee meeting scheduled for February 22.

IV. Future Considerations

A. Evaluation of the 2011-2012 Core Curriculum Report

B. Broad Campus-Wide Recommendations for Student Learning

V. Adjourn – Next Meeting

With no further business to discuss, the meeting adjourned at 3:05 p.m.