University-Wide Assessment Committee
Student Learning
February 26, 2015
3:45 p.m., EHFA 164

Members Present: Carol Osborne (Chair), Karen Aguirre, Ellen Arnold, Janet Buckenmeyer, Michele Everett, Vivian Ford, Jeannie French, Jim Luken, Chris Mee, Scott Pleasant, Lee Shinaberger

Members Absent: John Beard, Kristal Curry, Margaret Fain, Amy Fyn, Michael Latta, Megan McIlreavy

I. Welcome and Approval of Minutes

Carol Osborne, Chair, convened the meeting at 3:45 p.m. in EHFA 164 and welcomed all present. Michele Everett was introduced as a new member on the committee. She is replacing Nelljean Rice as the representative from University College. The minutes from the meeting on November 20, 2014 were included as part of the packet distributed to all attendees. The Chair asked if any modifications to the minutes were recommended. Michele Everett requested that her name be removed from "Members Absent" from the last meeting as she was not officially on the committee at that time. This update will be made. A motion to approve the minutes with the update was offered by Scott Pleasant, seconded by Karen Aguirre, and approved by the committee.

II. Announcements

None

III. Meetings with Programs Whose Reports Scored "NI"

John Beard and Chris Mee have met with most individuals whose reports were rated as "Needs Improvement" for the 2013-14 assessment period. The purpose of these meetings is to assist those who write the reports, clarify report requirements, and answer questions.

IV. Report From Subcommittee Reviewing Rubric and Discussion of Modifications

Kristal Curry is chairing the subcommittee that is creating modifications to the current rubric that is used to review assessment reports. Kristal was not present for today's committee meeting, however, it was reported that the subcommittee had met once and were communicating via email to discuss changes to the rubric. It is anticipated that a proposed rubric will be available for committee review at the next meeting on March 26th.

V. Report From Subcommittee Reviewing Summary Report Guidelines

Karen Aguirre is chairing a subcommittee that is reviewing the process that is used to evaluate reports and compile recommendations for the departments. This group has not met as of this date, however, they will have met prior to the March meeting. It was recommended that part of this work include guidelines on how input to the departments is formulated. The subcommittees
reviewing the reports should write the narrative that is going to be shared with the departments. A decision should be made on how this should look (e.g. listing strengths and challenges, use of data, etc.). In addition, it would be helpful for a common format to be developed for all those reviewing reports to follow in submitting recommendations. In past years report feedback has been submitted in various formats (Word, Excel, etc.) and a consistent format is necessary.

VI. Report From Subcommittee Reviewing TEAL Online

Jim Luken is chairing a subcommittee that is looking at recommendations for TEAL Online changes. Due to the inclement weather the scheduled meeting was postponed. Chris Mee shared that the other assessment committees (student development and academic) have met to discuss recommendations for TEAL Online changes. In addition, vendors will be contacted in order to learn more about off-the-shelf products that may be available should it be decided to no longer use TEAL Online. A product that includes components for assessment, strategic planning, e-portfolios, and faculty evaluations is desired. Janet Buckenmeyer would like to be included in all vendor meetings.

The committee discussed how the assessment of the First-Year Experience classes (UNIV 110) might be accomplished going forward. Currently University College is the only area assessing UNIV 110. Carol suggested that committee members bring copies of representative syllabi, or just student learning outcomes, from their college in order to see what everyone is doing since UNIV 110 courses were moved from UC to the individual departments. Vivian Ford has access to all UNIV 110 syllabi and offered to make a list of each college's SLOs and distribute this list prior to the next meeting. The committee is interested in seeing if there are common SLOs between each college's UNIV 110 sections.

VII. Next Meeting: March 26, 3:45, EHFA 164

VIII. Good of the Order – With no additional business to discuss, the meeting adjourned at 4:35 p.m.