University-Wide Assessment Committee
Student Learning
April 23, 2015
3:45 p.m., EHFA 164

Members Present: Carol Osborne (Chair), Karen Aguirre, Ellen Arnold, John Beard, Janet Buckenmeyer, Kristal Curry, Michele Everett, Margaret Fain, Vivian Ford, Jeannie French, Megan McIlreavy, Scott Pleasant

Members Absent: Amy Fyn, Jim Lukren, Chris Mee

Guests: John Mortimer for Michael Latta and Lee Shinaberger

I. Welcome and Approval of Minutes

Carol Osborne, Chair, convened the meeting at 3:50 p.m. in EHFA 164 and welcomed all present. The Chair asked if any modifications to the minutes were recommended. A motion to approve the minutes as submitted was offered by John Beard, seconded by Karen Aguirre, and approved by the committee.

II. Announcements

No announcements

III. Report from Subcommittee Reviewing Rubric and Discussion of Modifications

Kristal Curry presented the revised rubric that the sub-committee had been working on. Minor modifications and formatting changes recommended at the last full committee meeting were incorporated into the rubric. A motion to use the new rubric as submitted was offered by Kristal Curry, seconded by Karen Aguirre, and approved by the committee.

IV. Report from Subcommittee Reviewing Summary Report Guidelines

Megan McIlreavy distributed the "Recommendations for UWAC Procedural Review" handout which was written based on the discussion at the last committee meeting. A recommended procedural change involves the UWAC small committees reviewing assessment reports being offered the opportunity to meet with the department chair (or departmental assessment personnel) in an attempt to better clarify a department's progress. Also, it was suggested that any department that received a "Needs Improvement" rating on the previous year's report be required to meet with the review committee. The last procedural change suggested involves using the newly designed rubric as the standard means of communicating feedback to the departments. Communicating feedback using the rubric will eliminate the need to transcribe committee feedback from one form to another prior to submission to the departments.

The above recommendations were considered and a discussion resulted concerning whether reports should be evaluated by the same or different sub-groups each year. The benefits and downsides of each method of evaluation were discussed. Additionally, concern was raised that departments feel that they are being evaluated on the quality of the assessment report they turn in and not on the quality of the assessment activities they complete. Lastly, a suggestion was
made that the UWAC small committees could request a meeting in order to clarify the report being evaluated and for departments receiving an "NI" for the previous year's report. Departments have the option to meet or not meet with the UWAC small committee. Any department can, however, request to meet with UWAC small committees for any reason to discuss their report prior to the final evaluation and rating being completed for that report.

A motion to was offered by Margaret Fain to accept the "Recommendations for UWAC Procedural Review" handout with the following change:

1) UWAC small committee may request a meeting with the department chair, departmental assessment personnel, or individuals responsible for the preparation of the assessment report in attempt to better clarify a department's progress. Likewise, a department chair, departmental assessment personnel, or individuals responsible for the preparation of the assessment report may request a meeting with the UWAC small committee . . .

In addition it was recommended that the report sheet or rubric ("Recommendations for UWAC Procedural Review" item 2) be for internal use only and not shared widely outside of the department it is written for. This motion was seconded by John Mortimer, and approved by the committee. Lastly, it was recommended that language be included in the procedures indicating departments will have the opportunity to revise their assessment report after meeting with the UWAC small committee.

A motion was offered by Carol Osborne that for the coming year the same UWAC small committees review the same reports as they did last year. In addition, no longitudinal reports will be completed. Small groups will, however, have access to the longitudinal reports written last year for their assigned department. This motion was seconded by Megan McIlreavy, and approved by the committee.

V. Assessing FYE

At the last committee meeting it was decided that each of the five colleges will include one assessment in their UNIV 110 sections. This one assessment will be determined by the college. The UNIV 110 goals for each college are basically the same, so common assessments should be evident between the colleges. Carol Osborne will make available the summary sheet of the UNIV 110 goals for each of the colleges previously reviewed by this committee. The Assessment Coordinators will work with their respective colleges to make sure this one assessment is included in 2015-16 assessment plans. An FYE Assessment Task Force was discussed and tentatively formed and Michele Everett will head this up. Those responsible for coordinating UNIV 110 sections in the remaining four colleges will be invited to serve on this task force.

VI. Next Meeting – The next committee meeting will be scheduled for Fall 2015 later this summer. For the 2015-16 academic year Jeannie French will be taking over the Chair duties from Carol Osborne.

VII. Good of the Order – With no additional business to discuss, the meeting adjourned at 4:55 p.m.