University-Wide Assessment Committee
Student Learning
August 23, 2013
2:00 p.m., Dawsey Conference Room

Members Present: John Beard (Chair), Karen Aguirre, Ellen Arnold, Janet Buckenmeyer, Kristal Curry, Amy Fyn, Dodi Hodges, Michael Latta, Vivian McCain, Carol Osborne, Scott Pleasant, Nelljean Rice

Members Absent: Margaret Fain, Jim Luken, Chris Mee

I. Welcome, Introductions and Approval of Minutes

John Beard, Chair, convened the meeting at 2:00 p.m. in the Dawsey Conference Room and welcomed all present to the first committee meeting of the 2013-14 academic year. New committee member Janet Buckenmeyer (Associate Dean – Spadoni College of Education) was introduced. After this mention all committee members in turn introduced themselves.

The minutes from the meeting on April 19, 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 Nelljean Rice, seconded by Amy Fyn, and approved by the committee.

II. Plans for Fall 2013

A. Internal Review of 2012-2013 Reports by College – Last year most of the college Assessment Coordinators were able to get their departments to submit assessment reports earlier than the October 1st deadline. When submitted early, feedback can be given to report writers and reports can be modified in advance of the final due date. It is anticipated that similar schedules can be adhered to this year. Two colleges, Business and Science, have yet to name new Assessment Coordinators, so getting editors to submit early may be more of a challenge.

It was mentioned that UNIV 110 courses would no longer be assessed through the First-Year Advising Center as the coordination of those courses is now a responsibility of the colleges. A brief discussion ensued concerning a plan for making sure these classes are assessed. John Beard indicated a sub-committee would be convened to discuss this issue.

B. Use of Revised Rubric for Evaluation - Contained in the meeting materials was a copy of the Student Learning Outcomes TEAL Online Rubric. Last year the committee revised the rubric after the 2011-12 assessment reports were evaluated. This rubric was distributed to all TEAL Online editors during the summer and will be redistributed in September.

C. Return Feedback Before Winter Holiday Break – This committee works quickly to return report recommendations to the editors. All report assessments should be returned to editors prior to the holiday break in early December.
III. Updates Since Last Meeting

A. Responses to Our Recommendations – Last year this committee reviewed reports not directly related to student learning (e.g. the Centers). Chair Beard spoke to the chairs of the other UWAC subcommittees and those reports will be reviewed by those committees. This committee will focus solely on the academic majors as well as the core curriculum.

B. Jim Luken – "Outreach" Page on TEAL Online – Jim Luken was not able to attend the meeting.

C. Kristal Curry – COE Assessment Day – The College of Education held an assessment day prior to the beginning of the fall semester. Concerns have been voiced in the past that faculty don't have time to evaluate and make decisions based on the data. This year's assessment day was intended to provide those concerned with the time to work with data. Also introduced were program portfolios that were created to allow users to access assessment data from various sources in one place. Attendees were given time to work with the portfolio data and ask questions.

D. Carol Osborne – COHFA Confab – The main focus of the COHFA Confab was to share examples of student learning that have benefited by assessment. Several programs have been successful in closing the loop on assessment by gathering data, analyzing it and using it for continuous improvement.

E. Mike Latta & Karen Aguirre – College Assessment Coordinators – Both colleges are in the process of finding assessment coordinators to replace the two positions vacated by Barb Ritter and Tom Hoffman.

F. Dodi Hodges – CeTEAL Assessment Training – Included in the meeting materials was the CeTEAL Assessment Institute document. The structure of the institute was designed with possible certification in mind. Those successfully completing the institute would receive a document signed by Dr. Beard, the Provost and the President. This certification would be a welcome addition to a faculty member's tenure and promotion portfolio.

IV. To Be Done

Selection of a Co-Chair for the Committee – A recommendation was made by Chairman Beard that a co-chair be selected for this committee. At the end of the academic year this co-chair would assume the duties of the chair, and Dr. Beard would step down, having chaired this committee since 2008. Carol Osborne and Dodi Hodges were both nominated and agreed to serve if elected. It was decided that the voting would be conducted via e-mail and Chairman Beard will send out an e-mail prior to the next meeting.

A. Create Method for Dealing With Repeated "N.I." – Suggestions were solicited for assisting those who are struggling with writing satisfactory assessment reports. CeTEAL training was suggested as an option. Dodi Hodges expressed concern with individuals being required to attend training, as this lends a rather punitive connotation to the training. An alternate solution
would be to invite specific faculty to training with the option of either presenting or attending sessions. In the past this approach has appeared to be more effective in getting faculty to attend training. In addition, involving department chairs, deans and even the Provost is important in the success of faculty training programs.

**B. Address Broader Arguments About Learning** – The committee focus in the fall is typically reading and evaluating assessment reports. The spring semester may be used to explore other aspects of student learning.

**C. Review Recognitions of Outstanding Reports** – Dr. Byington is interested in recognizing exemplary assessment reports. This recognition might be the same as last year, however, alternate ideas would be considered.

**D. Discuss Assessment Plan for Next Five Years** – As part of SACS requirements, it will be necessary to develop a more long-term (five-year) assessment plan. Ideas on how this can be accomplished are welcome and will be part of a future discussion.

**V. Adjourn – Next Meetings @ 2:00 p.m. on:**

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

Future semester meetings are scheduled for Sept. 20, Oct. 11, Nov. 15, and Dec. 13 (backup)