University-Wide Assessment Committee
Student Learning
September 7, 2011
2:00 p.m., 120 Arcadia Hall

Members Present: John Beard (Chair), Teresa Burns, Judy Engelhard, Dodi Hodges, Tom Hoffman, Michael Latta, Jim Luken, Carol Osborne, Brianne Parker, Nelljean Rice, Barbara Ritter, Sherer Royce, John Steen, Deborah Vrooman

Members Absent: Ellen Arnold, Vivian McCain, Chris Mee, Josh Vossler

Guests Present: Tim McCormick

I. Welcome and Introduction

John Beard, Chair, convened the meeting at 2:00 p.m. in 120 Arcadia Hall and welcomed all present to the first meeting of the academic year. Introduced were several new committee members:

- Tom Hoffman - Associate Professor Math, College of Science Assessment Coordinator
- Barbara Ritter – Chair/Associate Professor Management, College of Business Assessment Coordinator

Tim McCormick was recognized as the newest member in the Office of Institutional Research, Assessment and Analysis. As the Director of Institutional Analysis, he is representing the department today.

Meeting Minutes:

The minutes from the meeting on April 18, 2011 were part of the packet distributed to all attendees. The committee did have a final meeting in May; however, Ryan Hinkle and Paula Vincini left the University over the summer and notes for the meeting were not available. Dr. Vincini did complete the 2010-11 year-end committee report prior to her departure. Chris Mee has notes from that meeting, and a summary of those notes will be available at the next meeting.

II. Posting to TEAL Online

A. October 1st is the target date to complete the report from the previous year’s plan. The addition of the “Analysis of Results” and “Use of Assessment Results” complete the report. October 1st was chosen as the deadline due to some faculty not being available in the summer to review and analyze results from the 2010-2011 academic year. After posting the report, it is evaluated, and corrections are recommended to the report’s author. Analysis and use of results are important as the information may affect the plan for the coming year.

B. November 1st is the final date that previous year reports may be submitted in order to allow time for incorporating recommended changes.
C. November 1st is the final date that plans for the upcoming academic year may be changed. Original plans are submitted in the previous spring. Changes can be made until Nov. 1, 2011 for the plan for 2011-2012.

D. March 15th is the date the preliminary plans for the following year are due. This date was selected so plans may be tied to budget. This timing is not very convenient as budget is due around the same time, but the intent is that budget requests may be tied to plans for the upcoming year.

Further clarification of dates was made. It was decided to allow plans for the current year to be modified until November 1st, 2011, as changes might be necessary based on the analysis and report written from 2010-11.

III. Review of Student Learning Assessment

Chair Beard gave an overview of the past three years of the Student Learning Committee and indicated it may be helpful to view what has been accomplished during this time. He was chair of the committee during 2008-2009, Sherer Royce and Sharon Gilman were co-chairs during 2009-2010, and Paula Vincini chaired during 2010-2011.

A. TEAL Online UWAC – Student Learning Year-End Reports

The committee recommendations were summarized as follows:

2008-2009 - Recommendations included increased emphasis on gathering data, using data and using common rubrics for assessment. A focus of the committee was to pay more attention to the assessment process.
2009-2010 – Recommendations included examining the adjunct’s role in teaching core courses and how this affects the assessment process. In addition, the role of the CETL Center should be closely considered. A focus of the committee was to examine the data and look at results.
2010-2011 - Recommendations included that reports should better explain assessment results. Also, the use of attachments in TEAL Online should be considered as many readers don’t look at the attachments, and often that is where the key assessment data and analysis are explained. The committee attempted to view assessment more globally, and each assessment coordinator was encouraged to write their college’s report with this in mind.

B. The State of Student Learning at CCU

Last year’s chair, Paula Vincini, compiled the assessment reports for each of the five colleges, core curriculum, library, and graduate studies. In addition, survey data were examined in relation to the assessment reports in a further attempt to view assessment globally. Although this process is difficult and unfamiliar for many, this first attempt was a good one. Patterns between colleges are beginning to emerge and will serve as the basis for future assessment activities. Recommendations are included as part of the analysis Professor Vincini performed on the information submitted by committee members. There is still concern that recommendations are not always taken, and when they are it is difficult to associate changes with the recommendations implemented. This ambitious document will be compiled again in the future and hopefully gets people’s attention.
C. SACS Report Assessment Audit

Chris Mee’s office has been working on SACS accreditation reports and the Assessment Audit provides a high level overview of information contained in TEAL Online over the past three years. This report has three sections (Academic, Administrative and Student Development) and demonstrates that ALL units across campus have assessment reports and these reports are being evaluated (Report Outcomes). For the academic units, Assessment Coordinators were solicited to provide report evaluations for the departments in their area, and it is anticipated that reports will improve over time. It is important that this process be ongoing, and this report is not being compiled for SACS only and will be routinely updated. This report not only provides a high level overview, but it enables users to link directly to the assessment reports submitted in TEAL Online.

IV. Our Work Going Forward

A. Feedback to Colleges

The committee will look at data and give meaningful feedback to the academic departments.

B. The State of Student Learning at CCU

Creating this report for the 2010-2011 academic year is an important task for this committee.

C. Improve Dissemination of Assessment Information

Improving the process of getting information out about assessment and student learning is another committee goal. Much hard work is being done, and the resulting information does not always get shared. The information in TEAL Online is available to everyone, and members of this committee may receive access. Requests should be directed to Holly Legg.

It was questioned whether we would be getting feedback from SACS. It was discussed that we would, in fact, be getting feedback in the form of a written report, particularly in areas that need improvement. In addition, a Five-year Review has been incorporated into the SACS process and reviewers will, once again, be evaluating many aspects of the university and its processes. It is expected that assessment will be one of the areas evaluated each time.

V. Adjourn

The next meeting of the UWAC – Student Learning will be October 5, 2011 at 2:00 in 120 Arcadia Hall. Representatives from University College were asked to present some assessment findings at this meeting. It was suggested that the Chair of the Core Curriculum Committee, Margaret Fain, be invited as well.

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