University-Wide Assessment Committee
Student Learning
September 20, 2013
2:00 p.m., Dawsey Conference Room

**Members Present:** John Beard (Chair), Karen Aguirre, Ellen Arnold, Kristal Curry, Margaret Fain, Amy Fyn, Michael Latta, Jim Luken, Megan McIlreavy, Chris Mee, Nelljean Rice, Lee Shinaberger

**Members Absent:** Janet Buckenmeyer, Jeannie French, Dodi Hodges, Vivian McCain, Carol Osborne, Scott Pleasant

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. The minutes from the meeting on August 23, 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 Karen Aguirre, seconded by Ellen Arnold, and approved by the committee.

Several new members have been added to the committee to replace members who are no longer serving. Michael Latta introduced Lee Shinaberger as the new Assessment Coordinator for the College of Business. Megan McIlreavy and Jeannie French will share the responsibilities as Assessment Coordinator for the College of Science.

At the last meeting a discussion of electing a co-chair of the committee took place. Chairman Beard distributed a ballot containing the names of two committee members, Dodi Hodges and Carol Osborne, who would be willing to serve as co-chair. Ballots were counted by Jim Luken and it was announced that the voting resulted in a tie. Several members were not at the meeting and Chairman Beard indicated he would follow up with them.

II. Upcoming Deadlines

A. Each 2012-2013 Assessment Report Submitted by Oct. 01, 2013 [submitted for review]
E-mails have been sent out to all TEAL Online users with 'edit' and/or 'approve' status reminding them of the upcoming October 1st deadline.

B. Do We Want to Review 2013-2014 Plans Too? – Discussions have occurred at the other two assessment committees' meetings regarding reviewing initial assessment plans in addition to reports. As part of the review process these committees developed a rubric. Chairman Beard offered to send this rubric to anyone who thinks it might be of use in their area. As the rubric was developed by administrative units, modifications would need to be made for use in the academic departments. Discussion occurred and it was decided that the committee would plan on providing feedback in the spring on departmental plans that are submitted in March.
C. All "Approvals" Occur by Nov. 01, 2013: 2012-2013 Reports and 2013-2014 Plans – All final reports for 2012-13 are due by Nov. 1st as are 2013-14 plans. Reminders will be sent out in October to all TEAL Online users.

III. Planning for UWAC-SL Review of 2012-2013 Reports

A. Five Groups Review Ten (10) Different Reports – Included in the meeting materials was the "Division of Labor" list detailing who will review assessment reports.

B. Consensus of the Group is Reflected in One Final Rubric for Each Report / Submitted to Beard Before Nov. 15, 2013 – It is recommended that everyone read and review the reports individually then meet as a group to come to a general consensus. Final results will be shared with this committee.

IV. To Be Done (Fall)

A. Create Process for Dealing With Repeated "N.I." – A document was created listing departments that have gotten an "N.I." rating for the past 2-3 years. This list was shared with Dr. Byington and a suggestion for how to handle this situation was solicited. He indicated that he would share the information with the appropriate deans.

B. Review Recognitions of Outstanding Reports – Dr. Byington is willing to support offering recognition to those departments submitting exemplary assessment reports. He offered several suggestions (e.g. top report in each college, most improved report) and asked this committee to discuss further. A brief discussion occurred and it was decided that offering awards per college is probably not the most desirable option. Additional discussion will take place at the next meeting.

C. Discuss Assessment Plan for Next Five Years – A five-year assessment plan was created over five years ago and is in need of being updated. Feedback was solicited from the committee relative to a university-wide assessment plan. Chairman Beard will put together a document listing the type of suggestions that are being solicited. The initial assessment plan was structural in nature as the University didn't have a formal assessment plan in place. The updated plan may be more theoretical in nature.

D. Standardized Assessment Tools - Included with the meeting materials was information describing several standardized assessment tools (ETS-Proficiency Profile & CLA+) that might be considered for use across the University. It may be cost prohibitive to administer the tool to all freshmen and seniors, but it may be feasible to test a cross sample of students. Members were asked to visit the websites further describing these tools and additional discussion will take place at a future meeting.

V. Adjourn – Next Meetings @ 2:00 p.m. on Oct. 11

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

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