University-Wide Assessment Committee  
Student Learning  
August 27, 2014  
10:00 a.m., EHFA 164

Members Present: Carol Osborne (Chair), Karen Aguirre, Ellen Arnold, John Beard, Janet Buckenmeyer, Kristal Curry, Margaret Fain, Vivian Ford, Jeannie French, Amy Fyn, Dodi Hodges, Michael Latta, Megan McIlreavy, Chris Mee, Scott Pleasant

Members Absent: Jim Luken, Nelljean Rice, Lee Shinaberger

I. Welcome and Approval of Minutes

Carol Osborne, Chair, convened the meeting at 10:00 a.m. in EHFA 164 and welcomed all present to the first committee meeting of the academic year. She thanked former chair, John Beard, for his three years in the chair position on this committee and for his efforts in campus-wide assessment. Chair Osborne announced that later in the meeting a co-chair would be selected and this individual would be her successor.

The minutes from the meeting on April 25, 2014 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 Dodi Hodges, and approved by the committee.

II. Announcements

A. Dr. Gail Ring, September 3 – Dr. Ring, Director of the ePortfolio Program at Clemson University is coming to campus on September 3rd. A special time for members of this committee to meet and consult with Dr. Ring is being set up. She will also be meeting with other groups on campus during her visit. A link to Dr. Ring's portfolio is as available at: http://people.clemson.edu/~gring/RingPortfolio/Welcome.html

B. Assessment Day, September 5 (Wall Board Room) 8:00 – 12:30 – This year's Assessment Day is scheduled for September 5th. A new offering at this year's event is seven, five-minute presentations from assessment grant award recipients. Grants are in various stages of completion and presenters will briefly discuss their grant, what is hoped to be accomplished, and the status of the project.

C. Deadlines for TEAL Online
   i. Deadline for 2013-14 Assessment Reports: September 1, 2014. Assessment Coordinators present at the meeting indicated that the reporting process is going well and the deadline will be met.
   ii. Deadline for final approval and submission of 2013-14 reports: October 1, 2014
   iii. Deadline for approval of 2014-15 final assessment plans: October 1, 2014

D. Group Assignments for Assessment Reports – Groups assignments for evaluating the 2013-14 academic assessment reports was distributed. One person from each group was asked to act as the group coordinator.
   i. Individual completion of rubrics - Group members should individually use the standard
rubric to assess each report.

ii. Group meeting - Completed rubrics with comments will be shared at a meeting to be coordinated by the group leader.

iii. Group consensus (numbers and comments for each section of the rubric) for each report should be sent to Chair Osborne by September 25th.

A request was made that assessment coordinators inform this committee when final reports have been submitted.

**III. Norming Exercise** – Prior to the meeting committee members were asked to review three reports and apply the same rubric to each. This exercise was designed to aid the committee in applying the rubric in a more consistent manner. Each rubric consists of seven categories measured against a 10-point scale. For each report the group indicated what score they had given for each category. Discussion occurred when a large discrepancy occurred in scoring (e.g. someone awarded a "2" and someone else awarded a "9" on the same element.) Discussing the discrepancies brings clarity on how individuals are interpreting and using the rubric.

The committee discussed the idea of assessing reports that are based on poor plans with the assumption being that if the goals and SLOs are poor, so will be the resulting assessment report. It was mentioned that this assessment process has been in place for seven years and all academic units have had ample opportunity to develop sound plans. College assessment coordinators continue to work with departments to improve plans.

It was agreed that the process this committee undergoes to assess reports isn't perfect; however, a reasonable measure of a report's overall quality typically results from the discussions that take place. If any subgroup has difficulty coming to a consensus it was requested that they bring special concerns to the overall committee so further discussion can take place at the next committee meeting on September 29th.

**IV. Election of co-chair** – A request for volunteers willing to serve as co-chair of this committee during the 2014-15 academic year was made. This individual also agrees to serve as committee chair during the 2015-16 academic year. Jeanne French volunteered to serve in this capacity. No other nominations were received and the committee unanimously accepted Dr. French as the committee co-chair.

**V. Meeting dates/times** – The committee meeting schedule for the remainder of the semester was reviewed. The dates and times were selected based on previous input from the committee.

**VI. Review of last year's recommendations** – Included in today's meeting package was a list of committee recommendation from the 2013-14 academic year. These will be reviewed at a later time.

**VII. Good of the order** – With no additional business to discuss the meeting adjourned at 11:10 a.m.