

University Assessment Committee Meeting, Park University, August 22, 2007

### **Call to Order**

Members introduced themselves and Deb and Brian welcomed new members. Joan Aitken, Communication Arts, was selected as Secretary. Wen Hsin, Computer Science, was selected as Website Administrator.

### **Ongoing Tasks**

Brian said that certain members of the committee have been assigned to read program assessment. These members will comment—in written form--on the assessments and send them to the committee co-chairs (Deb and Brian). The co-chairs will give a second reading, then send comments to Mike Droge.

### **Committee Purpose**

The UAC may make comments about new core assessments, rubrics, and changes. We are not an enforcer and have no final say, but will make recommendations.

### **Assessment Change and Proposal Procedure**

Any changes in current assessment procedures or assessment strategies for new courses need to be sent directly to Debra Sheffer. The procedure will be:

1. Faculty send materials to Program Coordinator.
2. Program Coordinator send materials to Debra Sheffer, with copies to the Dept. Chair and Dean.
3. Debra Sheffer will involve the committee only if appropriate, but typically forward the materials to Sue Marcellus (Institutional Research and Assessment).
4. Sue Marcellus will contact Wade Tripp.

### **Vision**

The vision for the committee for this year includes the following:

- Read assessment information and make recommendations.
- Conduct research on best practices around the country and put on the UAC website.
- Work in an advisory role.

### **Current State of Assessment**

The current state of program assessment is that the Deans are in the process of approving or disapproving program assessment and sending the results to John Tew's office. As Director of Institutional Research and Assessment, John is responsible for the central depository. Program assessment can be posted on the website or whatever the program wants after approval.

### **Committee Member Duty**

We will read assessments given to committee members. There is a reader form to use, which we may want to modify later in the semester (October agenda?). We will note particular elements and glaring errors, but focus on positive feedback where possible.

The bulk of the faculty's assessment planning work is done, so now we are helping in the refinement process.

**Approval Check**

As the system evolved, some courses may not have received approvals. The best check is to see if the changes are located at the website. If not, Program Coordinators should resubmit as soon as possible. The workload for this process is huge, so please be patient.

**Assessment Changes and Corrections**

Any changes to undergraduate course learning outcomes, core assessment, rubric, or program assessments need to go through our committee.

The Institutional Research and Assessment is the keeper of the records. They have a plan for expedited changes, with a streamlined process. Even minor changes can be made relatively easily, if the program Coordinator will send those corrections to Deb, who will forward them to the Institutional Research Office. The system will overwrite the old material with the new material.

**Next Meeting**

September 19, 2007, 11-12:30, Louise Morden Boardroom