

University Assessment Committee Minutes September 19, 2007

-Respectfully submitted by Joan Aitken, Secretary

Agenda

For the next meeting, please send agenda items to Deb.

Minutes from August 22, 2007

The minutes were approved as amended.

Document Files

We discussed systems we could use for collecting, keeping, and disseminating documents through eCompanion. We discussed the amazing job Sue does of keeping all the information organized. We have a webpage where we will put information.

Program Assessments

Brian wrote a document of the processes currently in place for program and core assessment. We discussed the current procedures and our recommendations.

Criteria for establishing the process are:

- Limit the number of steps to increase efficiency.
- Use faculty expertise to oversee the process.

Our recommendation for a flow chart for Program Assessments is as follows:

Faculty → Dept. Chair → UAC → Dean → Back to Dept. or on to John Tew
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Recommendations

The UAC makes recommendations. We can post our recommendations on the website or send a copy of our recommendations back to the department chair.

Graduate School

Right now, for the Graduate School the assessment process goes through the PC to Larry Ewing. It would make sense to have the process be from the PC to the UAC to Larry. The Graduate School may want to make other recommendations.

Questions about the UAC Role

We view ourselves as a faculty committee because we are elected by the faculty. We don't want to make program assessment recommendations if they are ignored. We do have charge of core assessments, but we have questions about our role:

1. If we make recommendations, will someone read and use those recommendations?
2. Are we going to insert legitimate faculty involvement in the Program Assessment process?
3. Is the UAC a faculty committee of the Faculty Senate?
4. What authority do we have?

Delegation of Responsibilities for Review of Core Assessments

Deb has taken care of all the core assessment items recently, which moves quickly. This process is too much for one person, however, so we need to delegate the work to the committee according to content experts.

- Pete Soule: School of Business.
- Kevin Payne: Psychology, CJ, Social Work.
- Evelyn Knowles: The Arts.
- Joan Aitken: ESL, English, Communication Arts.
- Deb Sheffer: Liberal Studies, History, and partner with Larry regarding Graduate School.
- Dennis Kerman: Soc. and other areas of Social Sciences not covered by Kevin.
- Wen Hsin: Computer Sciences, Math, Information Sciences.
- Carol Sanders & Brian Cowley: Natural Sciences, Geography, Geology, Biology, Physics, Health Care, Nursing.

Training

With the many new members, we will have training at the next meeting so members will know what to do with the course learning outcomes, core assessments, and rubrics forwarded to them.

Key Webpages

Action Verbs page to access Bloom's taxonomy. <http://www.park.edu/assessment/clo.html> UAC wanted all Core Learning Outcomes (CLO) written starting with an action verb. All of the learning outcomes must use verbs that can be measured. There is an implied sentence part prior to the listing of the CLO's. (After taking this course, the student will be able to:) CLO's that have been approved are located at www.park.edu/syllabus Select Core Learning Assessment from the left side.

Present at the meeting:

Aitken, Joan
Bennet, Betty
Cowley, Brian
Hight, Ed
Hsin, Wen
Kerkman, Dennis
Knowles, Evelyn
Payne, Kevin
Sanders, Carol
Sheffer, Debra
Soule, Pete
Larry Ewing
John Tew

Absent:

Mason, Theresa
O'Rourke, Vince
Wolf, Amy

Next special meeting—with the Provost—Wednesday, October 3. Next regular meeting at 11 AM, Wednesday, October 24, Board Room.