

University Assessment Committee  
October 9, 2009  
McCoy Meetin' House, 12:00-1:30 PM

I. Call to Order

II. Approved September 11, 2009 minutes.

III. Unfinished Business

**A. NU 210**

NU 210 was tabled until the November meeting.

**B. ICS Program Assessment Plan**

The plan was discussed. Debra Sheffer indicated that the plan was being reviewed since it was modified based upon the department's experience during the past year. The plan was approved.

**C. SO141 Core Assessment and Core Assessment Rubric (CAR)**

The documents were discussed. Debra Sheffer noted that the old undergraduate CAR was used in this submission. However, it is her understanding that Evelyn Knowles plans to convert all existing CARs (ones that have already been submitted for review to the UAC) and all Liberal Education (LE) and Liberal Studies (LS) submissions to the new CAR. All other new submissions must be on the new CAR when they are sent in. Committee members commented that the expectations on the CAR do not appear to be consistent and the descriptions need to be more detailed. The committee members requested clarification on whether or not these documents will be used by students and adjuncts. If they are, then the expectations need to be more consistent and they need to be more detailed and descriptive. The committee decided to table the documents until the November meeting and sent them back for clarification.

**D. HIST 330 CLOs, CA, and CAR**

The documents were discussed. Debra Sheffer noted that the old undergraduate CAR was used in this submission; however, she will convert it to the new CAR. The documents were approved pending conversion to the new CAR.

IV. New Business

**A. LE/LS Forms**

Five forms explaining the LE approval process and procedures were provided to the committee members as reference material since the committee will be reviewing a number of different LE forms in the future. The committee was reminded that its responsibilities are limited to assessment, including reviewing the wording of CLO's and determining if the assessment instruments measure the CLO's.

**B. EN234, EDU210, HIU104, HIU105, PO200, PO210**

The documents were discussed. The committee reviewed the CLO's and the assessment for all of the courses. Pete Soule noted that the CLO's for EN234 were repeated in several places on the form, and he recommended that the format be revised. The committee reviewed the format of the other LE courses and determined that the EDU210 course may serve as a good model for future submissions, but the committee may not need as much detail as is provided on the EDU210 form. Debra Sheffer agreed to discuss the format with the LE committee to see if there is a model that both the LE committee and UAC can agree on. The committee voted on EN234 and it was approved. The committee then voted on EDU210, HIU104, HIU105, PO200 and PO210 as a group and all were approved.

**C. LS300**

The documents were discussed. Committee members recommended changing the language in the first and last CLO's since they currently include "demonstrate an understanding" and "demonstrate an increased understanding". Additionally, committee members suggested that the CAR needs to include more direct language. For example, the criteria for evaluation should begin with "interprets", not "interpretation of". The documents were approved contingent upon changes in the language to the CARs and the CLO's.

**D. Updates from Wen about the IT approval system.**

Wen did not have any updated information regarding the system.

**E. Annual Assessment Reports**

Fourteen assessment reports have been received and must be reviewed. The plans have already been approved by each department, the Provost, and Debra Sheffer; however, the UAC must approve them as well. Debra Sheffer has assigned assessment reports to each committee member and each committee member must report to the committee by the end of December 2009 on whether or not their assessment report(s) can be approved.

## V. Other Business

Pete Soule asked if the committee members can get a list of all of the documents that have been approved and are under consideration so that members can determine which documents are still relevant.

Wen Hsin stated that she will talk to IT about setting up an e-companion shell for the UAC. If this is not possible, she will look into using PirateNet.

## VI. Meeting adjourned at 1:30 p.m.

### **Membership** (\*Attended this meeting.)

\*Aitken, Joan

\*Hsin, Wen

Knowles, Evelyn

Sanders, Carol

\*Sheffer, Debra

\*Singer, Marietta

\*Soule, Pete

\*Stuteville, Becky

Next meeting: November 13, 2009, 12:00 – 1:00 p.m. in the CDL Conference Room.