

University Assessment Committee
September 11, 2009
CDL conference Room, 12:00-1:00 PM

I. Call to Order

II. Elections

Debra Sheffer was elected Chair.
Becky Stuteville was elected Secretary.

III. Discussion with Dr. Zaharopoulos

Dr. Thimios Zaharopoulos addressed the committee at the beginning of the meeting. He advised the group of the following:

A. This is a transition year. The committee may become a Faculty Senate committee in the future if the by-laws are amended. The UAC committee members will need to provide input on whether or not the charge and composition of the committee will change.

B. Program Assessments –

Process: In the past, the College of Liberal Arts and Science departments have sent their program assessments to the UAC after Dr. Zaharopoulos reviewed the assessments. He would like for all of the deans to do this. Some programs do not currently have a program assessment plan, but each program will have a plan in the future.

There are two parts to program assessment: 1) The program assessment plan which is approved by the UAC initially. There is not a standard format for the program assessment plan, but there is an outline which includes the mission, goals and competencies. Pete Soule commented that each degree needs a different plan and Dr. Zaharopoulos concurred. Any new plans must be done by December and will need to be reviewed by the UAC by February. The UAC's role is to comment and provide guidance on the plans. 2) The program assessment report which must be done each year by the end of June.

C. Course Assessment—

Course Assessment Application Form: The previous CAR, which assessed broader learning outcomes and course Core Learning

Outcomes, was hard to decipher. Therefore, Dr. Zaharopoulos is proposing a new Course Assessment Application form. The form will include the CLO's, the university literacy addressed, the program competencies addressed, the assessment instrument (CAR), the rationale, the section average CAR score and conclusions. The goal is to connect CLO's to the program outcomes and the CAR.

The university is also exploring the use of E-College for course assessment.

There are three different types of learning outcomes reflected on the Course Assessment Application form:

1. Course Learning Outcome – Common to all sections. The CAR is not the assessment instrument.
2. Core Learning Outcome – Common to all sections. The CAR is the assessment instrument.
3. Additional Learning Outcomes – Instructor added outcomes, not part of the CA or CAR.

Tri-modal: Dr. Zaharopoulos indicated that the tri-modal was not effective since the artifacts were not submitted and there was not enough assistance with grading. Pete Soule commented that he liked the tri-modal because it provided data at the instructor level. Dr. Zaharopoulos explained that the new form will allow instructor-level data to be gathered; however, the departments that still want tri-modal will be accommodated.

Undergraduate CAR: The new CAR will have the specific CLO's listed. The expectations will be defined in the same way that they were defined in the past. The plan is to only use this new CAR during this first year with the Liberal Education (LE) process.

LS 100 Course Assessment Application Form: The committee reviewed the form. Debra Sheffer commented that the form should differentiate between the different types of learning outcomes. It was suggested that the heading of the form should state Learning Outcomes as opposed to Core Learning Outcomes since the form includes both Course and Core Learning Outcomes.

LS 100 Core Assessment Rubric: Evelyn Knowles suggested that the #1 should be removed from the first Learning Outcome since it is a Course Learning Outcome. The numbers should start with the Core Learning Outcomes.

Conclusion: 1) Dr. Zaharopoulos indicated that the committee should respond to him regarding the new Course Assessment Application Form,

the new Undergraduate CAR, the new LS100 Application Form, and the new LS100 CAR. This should be approved as soon as possible because these documents are needed for the LE courses. 2) The committee should respond to Debra McArthur and Dr. Zaharopoulos regarding the LS 100 Course Assessment Application form and CAR.

IV. University Assessment and Review System

- A. Process: Dawait Wubshet demonstrated the process for using the new University Assessment and Review System. The process requires the following steps: 1) Access Pirate Net, 2) Select Offices, 3) Select Assessment, 4) Select Assessment Review. This will take you to the application. 5) Select UAC Member, 6) Select either Review Applications or See Status of Applications. The system will allow for comments and final approval or rejection.

Implementation: The system will be available by Tuesday, September 15, 2009. Debra Sheffer indicated that the Sociology and History documents that were slated for review at this meeting can be loaded next week and the committee can use the system to review the documents.

- B. System Modifications: 1) Program Review--There was some discussion about whether or not the system can be modified for the program plans. It was determined that these documents will need to be reviewed manually since they are primarily narrative documents. 2) New Assessment Application Form—There was some discussion about changing the system to accommodate the new Course Assessment Application form. A conclusion was not reached and it was decided that the committee needs additional guidance on how the new form will be implemented before making a final decision.

V. Continuing Discussion on the new Course Assessment Application form and the new CAR

Evelyn Knowles suggested that the new forms and the University Assessment and Review System should be consistent. Uniformity is also necessary in order to accommodate the Learning Outcome Manager in e-college which is an assessment tool in e-college. There was discussion about the timeline and process for implementing uniform systems. Debra Sheffer indicated that an e-mail vote may need to be taken to decide on the implementation strategy and applicability of the new process.

VI. Action Items

- A. Proposed Core Assessment Application Form

Approved with amendment (Learning Outcome should be listed on the form instead of Core Learning Outcome since both Course and Core Learning Outcomes are listed).

B. Undergraduate Core Assessment Rubric (CAR) Template
Approved.

C. LS 100 Course Assessment Application Form and CAR
Approved, with amendment (Learning Outcome should be listed on the form instead of Core Learning Outcome since both Course and Core Learning Outcomes are listed).

D. Nursing: NU 210
Sent back to Wendy Richardson for changes.

VII. Meeting adjourned at 1:30 p.m.

Membership (*Attended this meeting.)

*Hsin, Wen
*Knowles, Evelyn
*Sanders, Carol
*Sheffer, Debra
Singer, Marietta
*Soule, Pete
*Stuteville, Becky

Others in attendance: Chad Ackerman

Next meeting: October 9, 2009, 12:00 – 1:00 p.m. at the McCoy Meeting' House
(Please not the location change. This change is for the month of October only.)