

University Assessment Committee Minutes March 19, 2008

Respectfully submitted by Joan Aitken, Secretary

Next meeting: September 17, 2008.

Present at the meeting: Teresa, Kevin, Pete, Evelyn, John, Wen, Betty, Brian

Minutes from the last meeting were approved.

Kevin chaired the meeting because Brian was late.

#### DISCUSSION OF CURRENT APPROVAL SYSTEM

Several people have difficulty accessing the current assessment approval system. Unfortunately, John wasn't aware of the problems because everyone told David directly. John was moving documents, but they weren't going through to everyone. John said there were system/network problems, and if we wanted, we could go to PirateNet.

Evelyn raised concerns that people are making comments, but the comments cannot necessarily be seen by other people. No one is making notations about who they are, so we can't tell who is making the comments. Debra has corresponded about comments, so obviously Debra has reviewed documents, although Brian can't read them.

When drop and adds are over, then the new materials will go up. Otherwise it causes problems with the term switch.

Some people can't get to the front end file, but otherwise everything is working in the system apparently.

What we are approving now will go into effect for Fall, 2008. There's potential for summer, depending on how efficiently changes are incorporated (edited).

We talked about the advantage of a three-part rubric instead of the larger one.

PIRATENET

We wouldn't have a prompt or automated file transfer, but PirateNet would work.

We need to be able to do this at home. Wen would prefer the PirateNet.

Kevin said the IRB submissions go in through Pirate net in a similar way, which would be accessible. The disadvantage is we wouldn't automatically move from folder to folder. We could have a *status flag* in PirateNet.

Wen suggested that if we make comments, we should give our names so we can be contacted. Pete suggested giving the date too.

Kevin showed us the IRB system in PirateNet, which looked quite viable for our purposes.

Pete wondered if we can get instructions on how to use a PirateNet system, if we switch to that. PirateNet may have an advantage in record keeping which we could look at over time.

We don't know about search functions in PirateNet.

Wen suggested setting up this kind of PirateNet system using categories by department. Such an approach could be do-able. We'd need to know if this sorting function is possible.

They originally set up with PirateNet, so it's basically done according to what Wen did. The automated part wouldn't happen, but hopefully Deb could do that part manually. Wen's original model may be the best way to go.

The consensus seemed to be that previously submitted materials should be run through again because not many people on the committee were able to review them. None of the documents have been uploaded yet, and they will remain in a holding pattern.

The tracking record for the IRB looks great in PirateNet

John said this would be the third method the committee tried. Any system will have its own set of problems or limitations. There may be advantages, however, such as the comment box looks good. There's so much network security that the current way is a problem, but the PirateNet shouldn't have as much of that. How will we move files in and out? Can they be locked? Would the end result be done by hand (not automated)? Will this happen over the summer? Perhaps we could test a PirateNet system over the summer.

#### SYSTEM OPENNESS

Wen raised questions about making the system totally open to the Park faculty. There's no need for secrecy. Any faculty could read and know status, but not make comments. An open system would be excellent for several reasons: (a) some people might want to be able to see information in advance, (b) an open system would involve people, and (c) an open system would enable collaboration. Wen will investigate the possibilities.

#### UAC MEMBERS AND COLLEAGUES

Cowley, Brian; Sheffer, Debra; Mason, Teresa; Knowles, Evelyn; Hight, Ed; Kerkman, Dennis; O'Rourke, Vincent; Payne, Kevin; Wolf, Amy; Bennett, Betty; Hsin, Wen; Sanders, Carol; Soule, Pete; Collins, David; Tew, John; Schupp, Karry; Marcellus, Sue; Aitken, Joan