

## Park University Assessment Committee Minutes

Nov. 19, 2008

Respectfully submitted by Joan Aitken, Secretary

Minutes from last meeting approved.

### **EC315**

EC315 materials (5 documents). Pete said he made some revisions. There was a textbook change. The same information as before is still there. Moved, seconded, and passed approval.

### **AR 215/216**

Evelyn discussed some minor changes they will make. We moved, seconded, and passed approval.

### **Education**

Educational standards need to be added to course materials. It will go from Debra to Sue to Betty to add or modify standards (not change any content).

EDS3XX Reading and Writing in the Content Areas. The core assessment is preparing a unit in their content area, using reading and study skill strategies. Moved, seconded, and passed approval.

EDE35X Diagnosis and Remediation for Math. Moved, seconded, and passed approval.

ED210 Passed with 7 votes via email on December 8, 2008.

EDU300 Professional Writing in Education. This course satisfies the 306 requirement. We discussed and made some suggestions, so it was sent back.

Other education courses were tabled and will be considered at a later time.

### **GENERAL DISCUSSION**

When faculty submit the **course materials**, we'd like to see course description, core learning, rubric, and core assessment (exam or description of assignment).

The committee talked about how we should be discussing the assessment elements and **not the content**. We do need to check is if the learning outcomes are covered.

We recommend **4-8 learning** outcomes for a course, although it depends on the course. Then each week can be expanded. Breaking it out as one per week for an online course, for example, can work well.

### **Rubrics**

We believe that a shorter rubric with three categories is helpful: evaluation, application, and technical skills. Departments are supposed to start molding the form to their own, that's fine so long as it works for them.

We need to address how to use rubrics in grading. We encourage faculty to revise rubrics so that they can be used in grading. The committee would be glad to work with any faculty who could use help in designing or modifying the rubrics.

It's important to know what people have problems with regarding assessment so we can help solve the problems. We were all forced to design the materials rather quickly in the beginning, so now is a good time to revise them so they work.

### **Trimodal**

The committee is concerned about the Trimodal. Trimodal is not going away because we have to keep it for the Higher Learning Commission. We've had trouble implementing something that big that fast. We've had various problems for an array of reasons. For Fall 2, 2008, we're going to a higher level, capstone type collection. Want a smaller collection, more data, less cost. 30,000 pieces of paper and \$16,000 saved. When we look at trimodal program pieces, the information should tell us other concerns at course level. This will be a macro instead of micro level look. We hope departments will be in charge of their own trimodal. We want departments to be in charge of everything. We need to make it work for us.

Kevin talked about how his department is developing a pre-post test and portfolio reflection. Using an artificially intelligent software package for grading qualitative materials. Kudos.

We discussed two memos from John Tew regarding cost savings, simplification, and emphasis on program level assessment.

We talked about open source software.

### **Review System**

We continued discussion of the University Assessment and Review System via PirateNet. The IT office is busy and hopes to start in December. We talked about having the department select courses for review, or we could do it randomly. We talked about pros and cons of having the whole committee versus two people do review courses. Perhaps two much act on it or when a majority vote is reached, it would move on. Sometimes committees don't have time or appropriate expertise to weigh in on certain decisions. Wen is concerned about the number of emails that could be generated. Perhaps the subject line could have committee members assigned. The committee requests an email from Mike Droge to Dave Collins.

Pete: BUS, MG, MK, FI, AC, EC, IB HR

Kevin: CJ, PS

Brian: Mod Lang, SO,

Betty: ED  
Wen: CS, IS, Math  
Debra: HI, HU, LS, RE, PH, Grad  
Carol: NS, GEOL, GEOSCI, BI, CHEM, Nursing, Health Care, Physics  
Joan: ESL, EN, CA  
Evelyn: ART, Int Des, GD, Theatre, Music  
Amy: GRAD ED  
Becky: GRAD  
Vince: MG

We tabled the Modern Language course materials.

Debra again complimented the committee on a pleasant and rewarding meeting with the Higher Learning Commission representative.

### **December Business**

Between now and January, we'll deal with matters by email. Respond individually to Debra. She will keep track and when it meets majority, will take action.

### **Membership**

\*Aitken, Joan  
\*Bennet, Betty  
\*Cowley, Brian  
Hight, Ed  
\*Hsin, Wen  
\*Knowles, Evelyn  
Mason, Theresa  
O'Rourke, Vince  
\*Sanders, Carol  
\*Sheffer, Deborah  
\*Soule, Pete  
\*Stuteville, Becky  
\*Wolf, Amy

### **\*Attendance marked with asterisk.**

Carol, Brian, Betty, and Amy were in and out as needed across the hall to the Curriculum Committee meeting.

### **Upcoming Meetings**

UAC Meeting 01/21/2009 11:00 AM Mabee CDL CR  
UAC Meeting 02/18/2009 11:00 AM Mabee CDL CR  
UAC Meeting 03/18/2009 11:00 AM Mabee CDL CR  
UAC Meeting 04/15/2009 11:00 AM Mabee CDL CR