

# Assessment Committee

## Meeting Minutes

Tuesday, June 24, 2015

Location: BH Rm. 124

Present: Clark, Sarah; Housel, Steve; Oberrieder, Matthew; Saffarian, Massoud; Smith, Marla; Zimmermann, Craig

Absent: Millikin, Mary

\*Dr. Gary Dotterer from the Center for Teaching and Learning

\*Dr. Teri Bycroft from the Faculty Development Committee

Called to Order: 1:05 p.m. by committee chairperson Dr. Steve Housel.

**I. Approval of the meeting minutes from August 29, 2014 and February 24, 2015.** Due to time constraints, Dr. Housel will review and approve the August minutes and Dr. Smith will review and approve the February meeting minutes. All were in favor.

### II. Announcements and Reports

#### A. Announcements

- i. **Agenda Item: Academic Policies Review Committee-Update-** Communications department does not have a representative at this time. Diana Clayton, the chair of the APRC, sent an email to the university committees stating that they would be contacted in regards to their policies and the findings would be revealed by October 2014. No activity has occurred since the email. Dr. Housel will follow up with Dr. Beck on the decision about having representation on the UAC from each department. Discussion ensued about the need for representation. It was conveyed that without representation, a department would not have the knowledge gained from the committee meetings, thus impeding their ability to obtain information to help with their department's assessment.
- ii. **Agenda Item: ETS-Update** Will be part of Convocation. The data has been collected and is providing useful results for data analysis.
- iii. **Agenda Item: Convocation (August 13, 2015)-Update**
  - Will address the 5 year strategic plan. Dr. Rice will appoint committee to work on the strategic plan. The plan expired in December 2014 and was due by February 2015, but has not been presented. The strategic plan was set up to coordinate ideas, to be used as a reference point, and as a flexible tool to help with each department's development.
  - For the past two years, the Faculty Senate has asked for time for a breakout session so the university committees could meet and elect officers.
  - IRB from OU will have a section of time
- iv. **Agenda Item: First UAC Meeting of Fall Semester-Update**

#### B. Reports

- i. **Agenda Item: Distance Education/Quality Matters-Gary Dotterer** The Center for Teaching and Learning has been working on aligning the center's mission statement and is now back on track. The CTL has been working with the Distance Education Committee and with the Quality Matters program. In July 2016, a convergence of several elements will bring the university into a quality, 21<sup>st</sup> century learning/enterprise management system. The CTL was asked to bring an online program that is easily accessible to all students (not excluding those with disabilities). Additionally, Angel learning system will no longer be available after September 2016. A team of stakeholders investigated many

learning/enterprise options and found the Jenzabar platform to be the best option for RSU. The Distance Education committee approved the platform, sent it to Faculty Senate for approval, and was approved by Academic Council in May 2015. The deal was secured quickly (due to communication constraints) and the training has already begun. This platform is end user-friendly, provides instant results, and is a fraction of the cost of BlackBoard. It also provides a mobile app for students and 24 hr. /7 day a week online assistance (helpdesk). It will be much easier for faculty and staff to navigate.

The Oklahoma State Regents are subscribers to Quality Matters. They have agreed to pay for classes to help higher education faculty members get certified in QM (See Quality Matters handout). This in turn, will help the institutions in the state to become compliant with State Authorization Reciprocity Agreement –SARA. HLC knew that SARA was coming so QM was added to suffice the HLC accreditation. SARA is solely for online courses within the inter-regional regulations. This agreement essentially means that RSU can market programs out-of-state (See SARA handout). RSU signed on with web accessibility for higher education, ADA Section 508, providing digital content that can accommodate students with their individual learning needs (hearing impaired for example will have accommodations through this tool). This is also for employees of RSU. Because SARA requires professional development, the CTL has created RSU Academy. The center will teach instructors how to provide accessible content and how to find engaging ways to interact with students in addition to other multi-dimensional offerings.

A sub-committee was appointed (Dr. Ford, Dr. Housel, Dr. Martin, Dr. Elwell, and Dr. Willis, Dr. Bycroft, and a few department heads) to review the Interregional Guidelines for the Evaluation of Distance Education (see Handout). They are looking at October 2015 when RSU will apply to SARA. RSU must supply evidence that all the guidelines are met. Will find out in July 2015 if instructors are required to be certified in QM before they teach. Dr. Dotterer did an internal review of online courses for the summer 2015 session. He picked a random selection and then the top five to review. His findings were as follows:

- One course had no content in the course shell on the first day of class
- One course did not have a syllabus
- One course had a syllabus with year old content
- One course had multiple issues

Students are dropping their online courses due to these issues.

Quality Matters is offering a course called IYOC. RSU will ask faculty that teach online/blended courses to take the course and become certified. If the state approves SARA, faculty will need to be certified. There are 45 full time faculty and 49 adjunct faculty teaching online/blended courses in all 2015. Currently, there are no online policies. A document with proposals of items for the DEC to consider (by the end of July) is being crafted. So far, 19 faculty and library personnel have finished the first training session. There will be an onsite master reviewer at RSU working with the CTL to review online courses. The objective is to find deficiencies and provide help with improving the course while being audited. Dr. Dotterer met with Dr. Rice and Dr. Millikin about having funds available to pay reviewers. Dr. Bycroft, through professional development, and in conjunction with the DEC, General Education Committee, the UAC, and Faculty Senate can work together to provide a resolution stating that all faculty that teach online/ blended must be certified in QM before teaching the course. This resolution will ultimately require Dr. Rice's mandate. It is worth noting, that any institution that is not compliant with SARA, can affect the state's membership in SARA. Also worth noting, RSU does NOT offer the most expensive online courses in the state (ranked 4<sup>th</sup>).

- II. **Agenda Item: Professional Development- Teri Bycroft and Marla Smith** A survey was sent out to faculty and staff to help identify areas of interest for professional development \*see Handout.
  - Faculty indicated most importantly that there is a high need for quality online and blended courses
  - Staff would like to be included in the professional development programs
  - New four day schedule will pose problems for committee meetings and professional development programs (no longer a "lunch hour")
- III. **Agenda Item: General Education Committee- Craig Zimmermann** - No clear resolution of how the GEC was going to address the assessment of the General Education program was found during the committee's first year. The second General Education Forum was intended as one approach for this purpose. How the student learning reports will be peer-reviewed remains unresolved and will need to be addressed early in the next academic year.

- IV. **Agenda Item: MBA Student Learning Outcomes- Massoud Saffarian-** Four learning outcomes have been established. They are available for review by the UAC. The business department will start collecting data in spring 2016 for the SLRs.
- V. **Agenda Item: UAC Member Rotation- Fall 2015**
- Business- Massoud Saffarian
  - English & Humanities- Matthew Oberrieder
  - Health Sciences- Marla Smith
  - Psychology, Sociology, and Criminal Justice- Diana Clayton

### III. Old Business

- A. **Agenda Item: Biennial Peer Reviews** Most UAC members are in agreement. Should make for a better prep for both sides. It will make the reviews more meaningful and get more faculty involved. Will need to ask the deans how they would like the data: all together or segregated out. There are currently six new UAC members and only a few veteran UAC members to assist with the training and the reviews. There are also new department heads. Motion by Steve Housel: To conduct biennial peer reviews. Seconded by Dr. Matthew Oberrieder. All in favor. Starting fall 2015, there will be six peer review sessions instead of twelve.
- B. **Agenda Item: Outcomes and Objectives**
- C. **Agenda Item: Review of Tutoring Labs and Advising Services** The tutoring labs and advising services are to develop the equivalent of the student learning outcomes that educational programs have. The HLC was looking for co-curricular reports showing how RSU students are being enriched. The individual academic departments refer to the advisors for data for their departmental unit action plan. The library services would like the opportunity to be reviewed as a co-curricular program that enhances student learning. It was suggested that the various student enrichment areas like the tutoring labs, the writing center, and the library services be grouped into one group called Academic Support” that could be reviewed by a subcommittee of the UAC. Tabled until Dr. Millikin is available.

### IV. New Business

- A. **Review of 2014-2015 Peer Review Process** In the past the SLRs provided specific guidance, but without them the peer review process seemed to lose its structure. It was difficult to find middle ground that was comfortable for all involved. The new Peer Review forms were simplified to take a new format to complement the change in peer review sessions. Each report now contains three sections for review feedback: a) strengths, b) weaknesses, and c) additional comments. Reviewer comments in each section may take the form of a narrative and/or bulleted points. Most reported that the 2014-2015 sessions were more engaging and positive, but found the new report format less straightforward to write. A recorder for future sessions will be used to create audio files for reference.
- B. **New SLR Forms** Dr. Housel provided a handout of a proposed change to the SLR template. The change consisted of shifting the Conclusions column of Part 4 to a separate row to allow greater space for comments on the measure results. There was concern about the mechanics of such an approach, as it would require report authors to copy and paste these rows and columns for each measure used. A second possible change to the Program SLR template would include a single grand conclusion box at the end of Part 4 to allow departments an opportunity to construct a narrative that summarizes all of the evidence of student learning within a program of study.

### V. Meeting Adjourned at 2:41 p.m.

These minutes respectfully submitted, Susan Wong, University Assessment Committee Scribe.

# Assessment Committee

## Meeting Minutes

Thursday, August 13, 2015

Location: Centennial Center, Ballroom C

Present: Clark, Sarah; Housel, Steve; Macpherson, Peter; Millikin, Mary; Oberrieder, Matthew; Zimmermann, Craig; Joyce Suiter; Anh-Thuy Nguyen; Sukhitha Vidurupola; Diana Clayton

Absent: Michael Beauchamp

Called to Order: 3:05 p.m. by committee chairperson Dr. Steve Housel.

### **I. Approval of the meeting minutes.**

Tabled to first full meeting of the committee.

### **II. Announcements and Reports**

None.

### **III. New Business**

**A. Agenda Item: Election of New Committee Chair.** Dr. Smith nominated Dr. Zimmermann. Dr. Oberrieder seconded the nomination. No other nominee choices were forwarded. A vote in favor of Dr. Zimmermann serving as chair was unanimous.

**B. Agenda Item: Succession of Committee Leadership.** The committee has six new members this year, so the committee is cognizant of the need for a careful succession of leadership over the coming years. With that in mind, Dr. Oberrieder agreed to shadow Dr. Zimmermann and Dr. Housel over the coming year to prepare him as a possible chair for 2016-17.

**C. Agenda Item: Key Agenda Items for Forthcoming Semester.** The committee discussed the key issues that needed to be addressed by the committee in the new year. These include:

1. Division of departments for peer review under a biennial review rotation.
2. Follow-up on the new approach used for oral peer review during the last cycle
3. Missing peer review reports from the last cycle
4. A written survey of departments for their feedback on the assessment process.
5. An update of the RSU Assessment Plan Executive Summary.

**D. Agenda Item: Fall Meeting Day and Time.** Dr. Zimmermann will create a Doodle survey to look at availability of the UAC members.

### **IV. Old Business**

All old business items tabled to first full meeting of committee.

### **V. Meeting Adjourned at 4:00 p.m.**

These minutes respectfully submitted Marla Smith.

# Assessment Committee

## Meeting Minutes

Wednesday, September 9, 2015

Location: BH Rm. 129

Present: Zimmermann, Craig; Beauchamp, Michael; Clayton, Diana; Delossantos, Cindy; Housel, Steve; Jackson, Todd; Macpherson, Peter; Millikin, Mary; Nguyen, Anh-Thuy; Oberrieder, Matthew; Smith, Marla; Suiter, Joyce; Vidurupola, Sukhitha

Absent: Clark, Sarah

**Called to Order: 2:32 p.m. by committee chairperson, Dr. Craig Zimmermann.**

- I. **Approval of the meeting minutes from June 24, 2015 and August 13, 2015.** Due to time constraints, members will review and approve the August meeting minutes via email. June meeting minutes were approved. All were in favor.
- II. **Announcements and Reports**
  - A. **Announcements**
    - i. **Agenda Item: Department Committee Representation.** The committee decided to have someone from the Office of Accountability and Academics, Distance Education Committee, General Education Committee, and Faculty Development Committee give reports at some future UAC meetings, when relevant.
    - ii. **Agenda Item: Committee Minutes.**
  - B. **Reports**
    - I. **Agenda Item: Office of Accountability and Academics.** Mary Millikin, as Ex-Officio of the UAC, noted that she will summarize the results of the 2014-2015 assessment of student learning cycle after all Student Learning Reports have been collected at the end of the fall semester. Future reports also include a summary of entry-level assessment and a summary of results of RSU's general education assessment using the ETS Proficiency Profile.
    - II. **Agenda Item: Distance Education Committee.** Frank Grabowski, chair of the Distance Education Committee, was not able to attend the meeting, and he will update the UAC on Distance Education process improvements in a future meeting.
    - III. **Agenda Item: General Education Committee - Craig Zimmermann.** Jim Ford, chair of the General Education Committee, will update the UAC on General Education process at a future time.
    - IV. **Agenda Item: Faculty Development Committee.** Teri Bycroft, chair of the Faculty Development Committee, will update the UAC on professional development opportunities and plans when invited at a future meeting.
- III. **Old Business**
  - A. **Agenda Item: Assessment and Peer Review of the General Education Program.** The committee discussed the possibility of the General Education Committee, created last fall, being responsible for the General Education assessment of student learning and how that transition could be made possible. Craig Zimmermann suggested that one representative from the General Education Committee sit in on the UAC spring meetings for peer review as a transition.

#### IV. New Business

- A. Agenda Item: Orientation to Assessment.** Attachment 1. The committee reviewed what the committee does, what assessment of student learning is, why it is important, and who is mandating it for the new committee members. According to the Rogers State University Assessment Plan, number 2.1 (see attachment), "the mission of the Assessment Committee is to support the University by guiding and evaluating the learning outcome assessment process". The committee discussed the purposes listed with the mission statement including "to evaluate linkages between the University, school, department, and program mission, purpose, and goals" and "to provide the leadership necessary to maintain and refine a continuous process of institutional assessment, evaluation, and improvement". A "Glossary of Terms" that are used in the Assessment Committee was also provided.
- B. Agenda Item: Current Cycle Reports/Checklists.** The committee discussed the Student Learning Reports (SLR), how to complete the SLRs, the checklists used to complete the SLRs, and how to apply the outcomes from the previous year.

The SLRs are reports that will be submitted next week on September 15, 2015. The Degree Program SLR is associated with degree programs, with one report for each individual program on campus. The General Education SLR is associated with the approx. 42 general education programs at RSU. It has five student learning outcomes that are evaluated and were discussed by the committee.

The committee further discussed how to fill out the SLRs, as well as using Bloom's Taxonomy Action Verbs to match the level of measurement and using SLR Checklists to ensure that the SLR is adequately completed. The SLR checklist will need to be scanned and emailed to Dr. Craig Zimmermann, who will contact all committee members of this requirement.

Dr. Millikin discussed with the committee the ETS Proficiency Profile that is given to a randomly selected number of incoming freshman and sophomores with between 40-60 credit hours. This survey is one way that we receive a measure of student general education outcomes. Accountability and Academics also surveys students on General Education Outcomes through the IDEA Center standardized student evaluations conducted at the end of each semester. The committee discussed how to get better participation in the IDEA Center evaluation online and should it be required.

- C. Agenda Item: Division of Departments for Peer Review.** Due to time constraints, the committee tabled this agenda item to a subsequent meeting.
- D. Agenda Item: Survey of Faculty Regarding Assessment.** Dr. Millikin noted that official feedback with regard to the assessment process has not occurred since 2011, and this academic year could be an appropriate time to survey faculty for feedback regarding process.
- E. Agenda Item: Follow-up to 2015 Peer Review.** Dr. Zimmerman stated that the substantive changes to the peer review process initiated in spring 2015 were largely positively received. Further, beginning in spring 2016 the UAC will begin a staggered peer review schedule, evaluating in spring 2016 only programs within the School of Business and Technology and the School of Math, Science and Health Sciences. Programs in the School of Liberal Arts will be peer reviewed in spring 2017, and this schedule will be repeated in the following 2-year cycle.
- F. Agenda Item: Review and Revision of RSU Assessment Plan.** Dr. Millikin reported that the OSRHE Council on Instruction, consisting of all academic vice presidents and provosts, revised the state assessment of student learning policy over the summer. Within these revisions, all universities and colleges in the state system must update their assessment of student learning plans every five years (or sooner). Because RSU's assessment plan has not been reviewed or updated in seven years, it must do so before August 2016. Dr. Zimmerman volunteered to create a draft of an updated plan, and Dr. Millikin offered to assist as needed. The UAC will be responsible for the final version.

Meeting Adjourned at 4:19 p.m.

These minutes respectfully submitted by Cindy Delossantos, University Assessment Committee Scribe.