

Assessment Committee Meeting Minutes

Friday, September 16, 2016

Location: BH Rm. 124

Present: Zimmermann, Craig; Beauchamp, Michael; Delossantos, Cindy; Housel, Steve; Jackson, Todd; Millikin, Mary; Murray, Scott; Nguyen, Anh-Thuy; Oberrieder, Matthew; O'Malley Lori; Suiter, Joyce; Vidurupola, Sukhitha;

Absent: Luscomb, Thomas

Called to Order: 1:39 p.m. by committee chairperson, Dr. Craig Zimmermann.

I. Approval of the meeting minutes from February 10, 2016 and May 2016. February and May meeting minutes were unanimously approved as distributed.

II. Announcements and Reports

A. New Business

- I. **Agenda Item: Election of Committee Chairperson.** Motion to appoint Dr. Craig Zimmermann to be committee chairperson was approved unanimously.
- II. **Agenda Item: RSU Assessment Plan Executive Summary.** The committee discussed when to next review the RSU Assessment Plan Executive Summary. It was last updated during the Summer of 2016 by Dr. Zimmermann for submittal to the OSHRE, but was not reviewed by the committee. RSU standards state that it should be reviewed every even year. It was last updated June 30, 2016. At that time, it was turned in to the regents (OSHRE). Committee members agreed to review the document and forward any edits to Dr. Zimmermann.
- III. **Agenda Item: Student Learning Reports and Checklists.** The committee discussed the need to change internal deadlines to allow the reports to be forwarded to OSHRE and Department of Education. Faculty should continue checklists as quality control measure, submit to Dr. Millikin and copy Dr. Zimmermann.
- IV. **Departments for Peer Review.** The committee discussed how the changes in schools might affect the peer review timeframe and decided to still use the previous year's school model going forward.

B. Old Business

- i. **Assessment of General Education.** The committee discussed the need adopt an AMS program, specifically Live Text, and the need of the Gen. Ed. Committee to do the assessments of the General Education Peer Reviews. This committee strongly recommends that the Gen. Ed. Committee resolves the issue of General Education peer reviews.
- ii. **Committee Representation.** The committee voted unanimously that all departments should be represented and that Dr. Beck would enforce.

III. Meeting Adjourned at 3:10 p.m.

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

Assessment Committee Meeting Minutes

Friday, February 10, 2017

Present: Zimmermann, Craig; Beauchamp, Michael; Jackson, Todd; Vidurupola, Sukhitha; Oberrieder, Matthew; Suiter, Joyce; Murray, Scott; O'Malley, Lori

Absent: Nguyen, Anh-Thuy; Millikin, Mary; Thomas Luscomb

Called to Order: 11:00 a.m. by committee chairperson, Dr. Craig Zimmermann.

II. Approval of Meeting Minutes.

Minutes from the September 2016 meeting were not ready prior to the meeting, so approval was chaired.

III. Announcements and Reports

None

IV. Old Business

A. Agenda Item: Committee Representation

News of a resolution addressing the problem of department representation on faculty committees was announced. While details of the resolution were not available, it was expected that Communications would resume having representation on the UAC.

V. New Business

A. Agenda Item: Report on evidence of student learning from our annual assessment report.

Mary Millikin had a last minute conflict that prohibited her from attending the meeting. The report was tabled for the next UAC meeting.

B. Agenda Item: Approval of the Assessment Plan Executive Summary

The committee decided to table a vote on the revised plan until the next meeting to allow all members sufficient time for a thorough reading.

C. Agenda Item: Discussion of Forthcoming Peer Review Sessions

General discussion of the peer review assignments and peer review process was held. Members agreed to follow the guidelines set out in the previous spring cycle. No motions were made.

D. Agenda Item: Proposal for Change to the Student Learning Report

Matt Oberrieder presented a proposed change to Part 4 of the Program SLR Form. The change involved moving the Conclusions section to follow the presentation of evidence as a separate dedicated row. This would provide substantially more room for faculty reflection of the data presented. Members agreed to review the change and address its adoption at the next UAC meeting.

E. Agenda Item: Adopting an Assessment Management System

A short discussion was held on the possibility of adopting an AMS for assessing student learning on campus. Comments were generally positive and members agreed to participate in product webinars with product vendors.

V. Meeting Adjourned at 12:30 p.m.

These minutes respectfully submitted, *Craig Zimmermann*, University Assessment Committee Chair.