

## ASSESSMENT COMMITTEE MINUTES

March 26, 2013, 9:00 GB 120

Present: Connelly, Bob; Eidson, Marshall; Hall, Susan; Harmsen, Earl; James, Glenn (Chair); Jurenovich, David; Light, Kathi; Logan, Robin; Maize, David; Stein, David; Vichcales, Kevin; Zertuche, Alejandra

### Substantive Changes Update

Glenn reported that the word is getting out about the need to check on whether a change is required. For example, he received an inquiry about an international initiative related to a 2+2 arrangement with a university in Vietnam. This does not require a change. He mentioned that changes had been accepted for the DBA, closing the China campus, and that a PhD cooperative in Columbia was inactive. On the dual enrollment center operating at SAC since 2006, Glenn needed to report that we need to inform SACS about our UIW Sub Change policy and that more information will be supplied on the qualifications of 15 faculty teaching there. A new dual BA degree in Pastoral Ministry with the Mexican American Catholic College does require a change and that is in process. The Mexico City campus is adding new programs requiring a change but otherwise their current accreditation under the Mexican Department of Education will serve them well in terms of what SACS requires. A program review process for CIW Mexico is one of the things to be developed.

### AC Guidance on Surveys

The word is getting out about the need to check on how to process surveys and get IRB approval if necessary. Glenn mentioned that a shared bikes survey is being processed and IRB approval is necessary because Heather Barton-Weston will use the data in her dissertation. After brief discussion, AC agreed that Sandy McMakin's limited-use, grant-related activity with focus groups does not require an IRB.

### Walvoord Workshop

Susan said the dates for this are 5/14-15. Some topics considered are classroom grading, gen ed and performance classes assessment. She will be sending to AC a detailed agenda for reaction.

### Quality Review of Program Reviews (PR)

AC members shared their reviews of select PRs from the recent past. Assessments of PR products and processes include:

For administrative PRs

- Closing the loop is an issue
- There is lack of supervisor or dean reaction to PRs or oversight of the process

For Academic PRs

- Direct assessment of learning outcomes not clear enough; more seems to be done on teaching or program outcomes.

–Use rubrics and aggregating data

–Programs without accreditation have more difficulties with assessment

–Identify a PR that is well done to have an example for programs that struggle with the PR

Possible evaluation form revision

–Highlight student learning outcomes at top of form

–Look at rating scale to clarify range of acceptable PRs

–Include an item on faculty development

–Consider having the Library supply data for related questions

–Consult someone with document design expertise

–Possibly shorten and simplify (thinking of limited FT faculty in EAP but in terms of everyone's time)

Possible improvement of PR process

–Provide dedicated, guided help for programs without accreditation

–For these programs encourage all faculty to collaborate with department chairs to put the PR together

–Place primary focus on learning outcomes

–Need a tracking system to document movement from PR writers to supervisor and back to writers, final submission to supervisor, and then to AC

DASH Help for PR

Robin reported that sessions tended to focus on needs at hand, e.g., schedules, advising, and not as much on PRs.

QEP Update

Earl said the submission process ends tomorrow. Approximately 130 submissions were on topic and 5 themes seem to be emerging. The committee will meet next week with scorecard in hand and

settle on 3 to forward to the Provost for a final decision. Susan had reserved an hour with Walvoord to begin developing an assessment plan for the selected QEP.

Agenda for Next Meeting

For the fall, discuss:

–Alumni survey for ADCaP

–SSI or a differ tool and what population surveyed

–Report on Spirituality Survey

Next Meetings: Tuesday, 4/16, 4/30 at 9 in GB 120