Assessment Council Meeting  
Monday, November 12, 2007  
Glass Hall 414B, 3:00 – 4:00 p.m.

Present

Norma McClellan (Chair)  
Roger Sell  
Martha Kirker  
Peter Richardson  
John Llewellyn  
Don Fischer  
Arbindra Rimal  
Laura Knowles (Student Member)

Absent

Jane Doelling  
Tyler Barnes (Student Member)

John Catau, Associate Provost and Belinda McCarthy, Provost were guests of Council. John explained the program review process. The process asks departments to consider several fundamental questions:

1. Where are we?  
2. Where do we want to be?  
3. How can we get there?

There are three integrated components in the program review process:  
The Strategic Plan which will serve as the foundation for all departments.  
The Annual Review which permits the department to assess the progress it has made in accomplishing goals and objectives and Periodic (external) Reviews.

Self-study and program reviews will be tied together. The analyzed data showing the extent the department has reached its mission will be submitted to the deans and then the office of the provost. At this point, the deans and Provost will review the responses and either accept their plan or suggest appropriate changes. This process will be conducted every five years.

Members of the Assessment Council explained the Center’s efforts in asking departments for their assessment reports, providing complete instructions, and providing a format that is intended to blend with the program review/self-study process. Members provided a copy of an example report and a completed feedback form to the Provost and explained the function of the process and review by the Assessment Council members. The Council is extensively reviewing each department’s plan, completing a rubric (resulting from the HLC guidelines and standards) showing the elements contained in the assessment report, elements needed in the report, and constructive comments for departments to use in improving their assessment process.
Dr. McCarthy indicated that learning outcomes are crucial. Important elements of the reports are what programs have done and how they used assessment data and information for improvement. The Assessment Council review process for programs should be synchronized with the program review process.

The Assessment Council was interested in learning how the Council review process could be timed to assist programs in their program review/accreditation processes and if there were adaptations that would make the Council review of assessment reports more helpful to programs in their periodic reviews.

The Council is finishing the first round of evaluating departmental assessment plans. New folders containing the next group of plans to be evaluated were distributed to members. Members of each color group need to evaluate the assessment reports in their folder, consult with other members of their group, and email their coordinated feedback form to Carolyn. Carolyn will make copies for discussion at a future meeting.

The Council will decide how often departments should be asked for their assessment reports in the future. Members need to address whether reports should coincide with annual reviews, periodic program reviews or be collected every other year? The program review process will be on a five to seven year rotation.

Chair, Norma McClellan announced that the Center name will remain unchanged for the time being.

THE NEXT COUNCIL MEETING IS MONDAY, DECEMBER 10 IN GLASS HALL 414B FROM 3:00 TO 4:00 P.M.

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Assessment Council Meeting  
**3:00 – 4:00 p.m. December 10, 2007**  
Glass Hall 414 B  

**AGENDA**

1. Review of Rubric for a Department Assessment Report from the yellow group  
2. Update on Student Success Activities by Cindy Pemberton  
3. Discussion of *Assessment from the Faculty Point of View*  

Assessment Council Meeting  
Monday, November 12, 2007  
Glass Hall 414B, 3:00 – 4:00 p.m.

Present | Absent  
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Norma McClellan (Chair) | Jane Doelling  
Roger Sell | Tyler Barnes (Student Member)  
Martha Kirker |  
Peter Richardson |  
John Llewellyn |  
Don Fischer |  
Arbindra Rimal |  
Laura Knowles (Student Member) |  

John Catau, Associate Provost and Belinda McCarthy, Provost were guests of Council. John explained the program review process. The process asks departments to consider several fundamental questions:

4. Where are we?  
5. Where do we want to be?  
6. How can we get there?  

There are three integrated components:  
The **Strategic Plan** which will serve as the foundation for all departments.  
The **Annual Review** which permits the department to assess the progress it has made in accomplishing goals and objectives and **Periodic (external) reviews**.
Self-study and program reviews will be tied together. The analyzed data showing the extent the department has reached its mission will be submitted to the deans and then the office of the provost. At this point, the deans and Provost will review the responses and either accept their plan or suggest appropriate changes. This process will be conducted every five years.

The Center for Assessment’s efforts in asking departments for their assessment plans, along with complete instructions, and the program review/self-study efforts will blend harmoniously. The Council is extensively reviewing each department’s plan, completing a rubric (resulting from the HLC guidelines and standards) showing the elements contained in the plan and elements needed in the plan, and constructive comments for departments to use in improving their plans. Learning outcomes is crucial. An important element of the plans is what have you done and how do you use it. This should be woven with the program review process. The program review process will be on a three year rotation.

The Assessment Council is finishing the first round of evaluating departmental assessment plans. Folders containing the groups of plans to be evaluated were distributed. Council will decide how often departments should be asked for their plans in the future. Should they coincide with program reviews or be periodic every other year?

THE NEXT COUNCIL MEETING IS MONDAY, DECEMBER 10 IN GLASS HALL 414B FROM 3:00 TO 4:00 P.M.
Assessment Council Meeting  
Wednesday, February 27, 2008  
Glass Hall 414B, 3:00 – 4:00 p.m.

Present

Norma McClellan (Chair)
Cynthia Pemberton (Associate Provost)
Jane Doelling
Martha Kirker
Peter Richardson
John Llewellyn
Don Fischer
Arbindra Rimal
Laura Knowles (Student Member)

The Provost has suggested that the Center for Assessment present a showcase on assessment at the end of the spring and fall semester, annually. One focus would be on linking departmental assessment reports with program review. The showcase would offer information to deans, heads and faculty so their work on their program review would not have to be duplicated for the Assessment Report on Student Learning Improvement and Validation. The Center for Assessment and Instructional Support has reserved Plaster Union Club for April 3 from 3 – 5.

It was suggested that assessment be integrated in the culture like program review. The Academic Integrity Seminar is scheduled for April 7 – 9. Could assessment showcase possibly be linked?

It was suggested by Council that the Center might present the Showcase on Assessment at the Showcase on Teaching, because the Showcase on Teaching’s status is already established and well attended. The Center for Assessment could then organize monthly brown bag sessions for ongoing information to help heads understand the connections among program review, assessment and student learning. Council felt the end of any semester would not be a good time for a showcase because of the class work loads.

John Catau, Char Berquist and Roger Sell plan the agenda for the Showcase on Teaching and Learning. Including assessment in that showcase could link assessment with teaching and learning and gain visibility on campus. It was suggested that Martha Kirker contact them regarding the possibility of providing sessions on assessment.

It was suggested that the College of Business Administration be used as a presentation for a Showcase on Assessment. It was also suggested that a presentation could be given on one successful assessment report and one that is coming up.

Cynthia Pemberton, Kathy Coy and Martha Kirker met with deans to show them how assessment data, assessment reports, and program review may be integrated. This integration should be
PART of program review. John Catau is working on getting everyone on the same page to fulfill the annual reporting process. Scheduling and issues are being worked on so duplication may be avoided. There should be common language that integrates program review and assessment reports. This will also take the program review process five year cycle into account.

It was suggested that Psychology Assessment Report might be used at the Showcase on Assessment as an example of how to put the report together. It was felt that heads may not be making the connection between Assessment Reports and their possible contribution to the program review process.

Cynthia Pemberton, John Catau and Martha Kirker are to meet regarding a schedule for requesting new assessment reports.

Biology, Sports Medicine and Defense and Strategic Studies assessment reports were reviewed by Council. Martha Kirker will make corrections to the rubrics for Sports Medicine by adding appropriate statements to the comments section. Biology needs some additional clarification in the comments section and Biology should submit separate reports for undergraduates and graduates. Defense and Strategic Studies was approved by Council for mailing to dean/head. The Defense and Strategic Studies entry in the College Table on the Center for Assessment web page needs updating. After corrections are made to Biology and Sports Medicine they will be e-mailed to Council for final approval and mailing to deans and heads.

On October 8, 2007, Don Keck and Joe Hulgus were guests of Council. Don and Joe were working on self-study for Counseling. The annual assessment report was to be drafted and sent to Council by the first of December, 2007. To date, Council has not received a report for review. It was suggested that Martha contact Don or Joe for this report. If no report is available, Council will finalize the feedback rubric with the information available. The Counseling rubric will be addressed at the next meeting (Tuesday, March 10).

Meeting adjourned at 4:00 p.m.

NEXT COUNCIL MEETING: MONDAY, MARCH 10 FROM 3 – 4 P.M. IN GLASS HALL 414B.
Assessment Council Meeting  
Monday, March 10, 2008  
Glass Hall 414B, 3:00 – 4:00 p.m.

Present  
Norma McClellan (Chair)  
Martha Kirker  
Peter Richardson  
Laura Knowles (Student Member)  

Absent  
Cynthia Pemberton (Associate Provost)  
Jane Doelling  
John Llewellyn  
Don Fischer  
Arbindra Rimal

Martha Kirker and the Center for Assessment and Instructional Support will be sponsoring a Brown Bag Workshop on Assessment April 3, 2008 in Plaster Student Union room 308 from noon until 12:50 p.m.

These workshops will be presented each semester. Departments who have made improvements in their assessment reports will be asked to head panel discussions. The Provost will be giving opening remarks at the first workshop on her vision on campus-wide assessment.

Workshop ideas were discussed. John Catau or Cynthia Pemberton could act as discussion leaders or John Catau and Martha Kirker could conduct discussion panels. Information on the workshops will be targeted to the department heads and will be worded so faculty will be involved.

The Center for Assessment will be involved with Showcase on Teaching and call on the College of Business Administration to participate. There will be two sessions on different topics. Each session will be stand alone.

A rubric showing the Counseling Department as undeveloped is to be sent to Don Keck/Joe Hulgus.

Rubrics for Hospitality and Restaurant Administration, Vocational Family and Consumer Sciences Ed and Clothing, Textiles and Merchandizing Program were reviewed. Martha will make corrections and they will be sent to Council for approval.

At our next meeting, Council will discuss revising rubrics language to fit program review language and set a schedule for next year’s report requests.

The next meeting will be Monday April 7 from 3:00 – 4:00 p.m. in Glass 414B
Assessment Council Meeting
Monday, April 7, 2008
Glass Hall 414B, 3:00 – 4:00 p.m.

Present
Norma McClellan (Chair)
Martha Kirker
Peter Richardson
Laura Knowles (Student Member)
Jane Doelling
Don Fischer
Arbindra Rimal

Absent
Cynthia Pemberton (Associate Provost)
John Llewellyn

Martha Kirker will send Military Science, Physician’s Assistant, Media, Journalism and Film, and Social Work rubrics to Council for approval before sending to departments.

The main purpose of this Council meeting was to discuss fitting the Assessment Report on Student Learning Improvement and Validation rubric language to the Annual Report for Academic Units – Programs and Departments language. At a previous meeting with John Catau, he confirmed that appropriate portions of the assessment reports could possibly go into the program review document. Should the entire report be included in the program review document or just the rubric with the reports available for perusal?

The assessment report rubric is very clear as to the requirements for assessment components that are needed for external or internal review. The Comments provide an evaluation indicating possible improvements for future assessments. The assessment report rubric format is the same each time so cross reference of the rubric with the report is consistent and provides a means for following the progress of assessment within program through a series of annual reports.

When the provost met with the Assessment Council she had indicated that the rubrics should be included in the annual review document.

Council looked at the headings in the Annual Report for Academic Units – Programs and Departments as presented on the Provost’s webpage. The Council raised the question: what do the headings mean to the people preparing the annual reports? The direct correlation of components in the assessment reports with components in the Annual Report for Academic Units may not be clear to faculty and administrators preparing the two documents.

Council did not feel it necessary to add Level of Engagement to the Assessment rubric although measures of engagement are appropriate assessment data that support student learning outcomes. These should be addressed separately. NSSE data might be used in assessment reports but it may be used in a broader context in the Annual report for Academic Units. The Council decided
not to add it to the assessment rubric. How the NSSE data is used depends on its application within the evaluation process employed by departments and colleges.

Council discussed how often the Assessment rubrics should be updated by programs; annually, or revise before each Annual Report for Academic Units – Programs and Departments is written.

Kathryn Hope, Nursing and Alicia Mathis, Biology were presenters at the Assessment Forum on April 3. There was a total of 30 people attending which included nine department heads.

Pete Richardson and Dean Bottin will talk about development of the presentation for Showcase on Teaching and Learning in conjunction with the Center for Assessment and Instructional Support.

Martha asked Council for suggestions for Showcase sessions. It was suggested that a panel with a variety of approaches to assessment to help those who are stuck with their reports. Have someone who can tell the story in a presentation. Randy Dillon, Communications, was suggested. It was also suggested that there be a repeat session if there is one that many people might want to attend.

**It was agreed that e-mails would be used to finish up the outstanding rubrics. There will be no meeting in May unless some topic arises that might make it necessary.**