

Ad Hoc Assessment Committee
Meeting Notes
October 11, 2007

Present: Rula Awwad Rafferty, Ben Beard, Suzi Billington, Frank Cheng, Jeanne Christiansen, Gail Eckwright, John Foltz, Lisa Jennings, Mark Nielsen, Howard Peavy, Dana Stover

The meeting began with introduction of members.

Jeanne reviewed the status of program learning outcomes and assessment plans. Learning outcomes are accessible on the assessment, provost, and academic affairs web sites. The system has been closed for 2006-2007 assessment postings. Units finalizing 2006-2007 plans can work through Jeanne to have those plans posted.

Jeanne, Lisa Jennings (Office of Institutional Research and Assessment programmer), and Jane reviewed the current electronic system and provided suggestions for enhancements to the system. The following suggestions were discussed:

- Add system to code program learning outcomes to university learning outcomes
- Modify the template to include space to provide information on results achieved from previous cycle action items
- Increase the number boxes for posting learning outcomes (i.e., for programs with more than seven learning outcomes)
- Develop a system to “file” supporting documentation annually (to be discussed more fully at the next meeting of the committee)
- Provide information on university learning outcomes and template categories/directions using a “hover” feature
- Simplify the click and save function to minimize loss of work
- Set up a system of automated emails for deadlines and include instructions for needed actions
- Enable printing in more browsers
- Consider a download-post-upload function to simplify posting plans, actions, and results

Lisa, Jeanne, and Jane will refine the list of enhancements, integrating suggested functionalities where possible.

The group discussed the draft information on activities and timelines for the 2007-2008 academic year. Discussion included:

- Separate functions and deadlines
- Post on Office of Assessment web site
- Provide clearly defined steps and actions for each deadline
- Consider a two-year cycle instead of an annual cycle (Jeanne to follow up to gather additional information on feasibility)

- Provide clarification on number of outcomes to be assessed in each cycle
- Consider an FAQ function on the Office of Assessment web site

Jeanne will follow up to gather additional information and to work with Jane to integrate these suggestions.

The group provided the following suggestions on strategies to support faculty, program leaders, and chairs as we refine our assessment practices:

- Host brown bag lunch sessions on specific topics and to share practices
- Invite an expert to campus who can also work with units
- Build rubrics for self- and external-assessment of plans for continuous improvement
- Consider the following topics:
 - Developing assessment criteria and program benchmarks
 - Student interview processes, including HAC requirements
 - Survey construction and use
- Find strategies to complete the assessment work with existing resources
- Provide technical assistance available for programs and departments
- Use results of assessments to inform recruitment and retention efforts