

Ad Hoc Assessment Committee
Meeting Notes
November 8, 2007

Present: Rula Awwad Rafferty, Jane Baillargeon, Suzi Billington, Jeanne Christiansen, Gail Eckwright, John Foltz, Lisa Jennings, Mark Nielsen, Dean Panttaja, Howard Peavy, Dana Stover,

1. Jeanne indicated that the proposed timeline had been modified after input from the ad hoc assessment committee at its previous meeting and comments from Provost Council. The committee suggested an additional modification: change the timeline for posting summer 2008 assessment templates to “open from XX to October 15”.
2. Lisa provided examples of potential enhancements to the assessment template. She began with the template, providing an example of the proposed change. Discussion included:
 - Posting can be completed by screen
 - Multiple outcomes can be linked to results
 - Suggestion was made to include a process flow on the sidebar – in word and graphically (you are here)
 - Improvement – well organized, clear
 - The screen for measure s and the screen for benchmarks were in the wrong order

The group then discussed the suggestion for automated email reminders. Lisa will develop this. The suggestion was to use last enterer (posting to assessment template), associate deans, Gail Eckwright (library), Bruce Pitman (student affairs, Jeanne Christiansen (academic affairs), and Bruce Barnes as the contacts. This will be modified with input.

The development of an electronic file to archive documentation supporting the contents of the assessment templates was discussed. Discussion included:

- Define the purpose and parameters for the materials to be posted (e.g., meeting notes [required], scoring rubrics, spreadsheets, narrative summaries)
 - Identify constraints – how much material, system capacity
 - Departments store physical materials (e.g., student work samples)
 - Need clarification about potential protection of student information
 - Build system to be upwardly accessible (chairs, deans) and private
3. Jeanne re-introduced the concept of developing a rubric to apply to the assessment process and template for use as a self-assessment tool and to determine overall quality. Dana and Howard offered to serve on the committee, and Jeanne will check with others about their potential involvement. The group will build on the work of others and personalize to the UI process. The suggestion was made to keep the rubric straightforward and simple to understand and use.

4. The group discussed topics and formats for spring 2008 workshops, seminars, brown bag sessions, and technical assistance. The following general suggestions were made:
- Encourage programs to use and build on data already used in program review – document and be more systematic
 - Minimize –EDU-SPEAK; use vocabulary that is easy to understand
 - Provide concrete examples that participants can take away and use/modify
 - Provide examples of plans on the Office of Assessment web to include ones from the arts, social sciences, humanities, and sciences and ones from programs that have external accreditation and those that do not.
 - Link learning outcomes and assessment in all assessment discussions

Topics suggested for the spring include:

- Identifying benchmarks and targets
- Integrating data and information
- Assessing programs with small numbers
- Developing and using rubrics
- Focus groups and structured interviews with students
- Survey design, implementation, and use
- Scholarship of assessment
- Steps and processes in whole cycle of assessment

Sharing of plans, processes, actions, and results is helpful. Consider sessions for informal presentation and discussion.

Jane and Jeanne will use the input to develop the topics for the January 8, 2008 assessment conference and for the spring 2008 assessment workshops, seminars, and brown bag sessions.