

University Assessment Steering Committee
Summary Note #67
January 25, 2010

Attending: Patrick Benton, chair (Aviation), Sue Brodasky (SAIR), Maira Budza (University Libraries), Kathy Cummings (CoEHD), Amy Curtis (GSC), Laura Darrah (DOSA), Brad Dennis (University Libraries), Kevin Knutson (CAS), Marilyn Kritzman (AAUP Representative), Dave Reinhold (APAUS), Cari Robertson (Sindecuse), Cathe Springsteen (IE), Karen Stokes (ex-officio, TracDat)

Procedural Items:

Benton called the meeting to order. Acceptance of the agenda (Cummings/Knutson) and summary notes #66 were approved with revisions (Cummings/Kritzman).

Informational Items:

As an addition to the agenda, Cummings stated that UASC needs to get a RACT started to review the assessment plan for CAS advising. She added that Nicholas Andreadis is looking for a response on the Lee Honors College plan as he is anxious to make improvements. Cummings stated that she has comments to send to him.

Stokes reported that advertising for Assessment Day is done. She stated that Jillian Kinzie, Associate Director for the Center for Postsecondary Research & National Survey of Student Engagement Institute, will be the keynote speaker. Stokes suggested making arrangements for her to meet with FYE students and Susan Nagel. Stokes stated that getting the presentations together is going well. She reminded members to keep March 12, 8:30 a.m. to 3:30 p.m. open, and stated that most of the RSVPs, to-date, have come from service areas. Benton suggested establishing a UASC in-house nomenclature for service areas, such as “non-academic instructional units” or “non-degree granting units.” Members agreed to use “non-degree granting (NDG)” and “degree-granting (DG)” units. Also during Assessment Day activities, Reinhold stated that Assessment Fellows will give a 15-minute description of their research, and that the Assessment Excellence Awards will be awarded. He added that the application/nomination deadline had been extended. He will expedite notices regarding the deadline extension.

Reinhold reported that the 2010 SoTL workshop is scheduled for May 21, and that the committee is in the process of putting the program together. Andrea Beach is working on getting the keynote speaker and incorporating focus group materials to determine the best means of advertising. He added that the committee will send invitations to more people than in the past. However, the conference will still be limited to the first 45 respondents. Others will be added to a waiting list in the event respondent(s) cannot attend as planned. Reinhold will inform the UASC who the keynote speaker is at the February meeting.

Reinhold reported that the 5-Year UASC Planning Committee met as a group on January 20 to discuss how to begin the revision process. Members suggested using the original document as template and modify it based on current happenings. He stated that members are looking at the language so that it is appropriate to “assessment,” as well as the overall goals and objectives for UASC that will provide future direction. Members will present their preliminary revisions to UASC, as a group. Reinhold suggested that the next step would be to have the development of assessment plans more widely spread on campus by fall 2010. Regarding the Lee Honors College assessment plan, Cummings stated that the RACT found issues with student performance, and that activities were not adequate. The RACT came up with suggestions, vetted by the committee, which will be sent out this week.

Benton stated that, due to scheduling conflicts, the NSSE/FSSE presentation will be moved to the February 15 meeting.

Action Items:

1. Form a UASC Assessment Award Rubric Competition Committee:

Reinhold stated that the idea was to award a graduate student who is involved in research on assessment. Curtis reported that she had invited master’s students to participate in developing a rubric for assessment, of which 18 volunteered. She stated that she had paired students from different colleges to work together, and gave them December 1 deadline for the first draft. On December 4, a panel of doctoral students discussed the drafts and will return them to masters students for revision by February 25. Curtis stated that nine rubric cash prizes would be awarded (1st, 2nd, 3rd, and honorable mention), and added that a group of nine people would be needed to look at the rubrics in March. Reinhold suggested that, because this is a UASC award, UASC should decide whether or not to judge the competition. Curtis stated that her three-member team (Curtis, Reinhold, DiPierro) had made it clear to participants that they would not serve as judges for the competition. Darrah motioned, seconded by Kritzman, to send an e-mail invitation to all members of UASC to volunteer to serve on a three-member UASC sub-committee to judge the competition, with Curtis as facilitator. She further moved to remind people that if they are unable to attend the meeting, to please participate by replying to the e-mail. Benton will send the e-mail after today’s meeting.

2. Dean’s Annual Assessment Reports:

Cummings reported that the sub-committee decided it would be best to meet with deans and associate deans to discuss what would be helpful for them to report to UASC. She stated that rubrics could be created to assist deans. Benton agreed, stating that the current standard questionnaire is not clear, concise or usable, and should be refined. Reinhold stated that meetings should occur prior to May and that the committee should develop a timeline for when/how they occur. Knutson suggested that the 5-year planning

committee should see how to incorporate these meetings into the new plan. Benton agreed to send a notice to deans and associate deans requesting meetings, with a letter as follow-up to those meetings.

3. Unit Award Criteria:

Cummings discussed the past history regarding one plan per department. She stated that some departments with different programs developed program-specific assessment plans that feed into departmental plans, and that these plans are not necessarily approved. She added that some units simply were not asked to do a plan, but are doing great assessment.

Cummings moved, seconded by Budza, to suspend the part of the unit award criteria that states that a unit must have an approved assessment plan in order to allow all units to participate. Motion passed.

Darrah moved, seconded by Knutson, to create a friend amendment making this a permanent change in order to be fair to all units. Motion passed.

Stokes will send clarification e-mails by the end of the day.

Cummings suggested creating a standing committee for future awards.

4. Additional:

Budza requested that all previous summary notes be posted to the web. Springsteen will comply.

Cummings stated that a RACT for CAS advising group should be formed, as they are the first "NDG" unit with a formal plan. The RACT should consist of three to four people (Kritzman, Benton, Budza, suggested Newson) and use the existing rubric -- no deadline for completion. Cummings also suggested meeting any day but Thursday. Benton will put the first meeting together. Cummings will modify the existing rubric and send it to other NDGs for approval prior to evaluation.

Cummings suggested finding a different acronym for NDGs and DGs.

Next Meeting: 2 p.m. Monday, February 15, 2010 in room 3150, Schneider Hall

The meeting was adjourned (Kritzman/Stokes).