

University Assessment Steering Council
March 4th, 2016
Minutes

Present: Dr. Todd Brown, Dr. Anjum Najmi, Dr. Jannah Nerren, Dr. Debbie Pace, Dr. Louise Stoehr, Dr. Robert Szafran, Dr. Hans Williams

The council reviewed the minutes from the February 25th meeting and accepted with recommended edits.

The assessment book order Using Evidence of Student Learning to Improve Student Learning by George Kuh arrived and books were given to all UASC members.

Composition of Committee and Procedural Guidelines Discussion:

- The draft council description document was approved by Dr. Bullard; further input is pending by Dr. Bullard's assessment advisory group.
- The UASC seeks clarification of its role and ultimate charge. Dr. Nerren will seek clarification of this in her upcoming meeting with Dr. Brunson, Dr. Jumper, and Dr. King and communicate the decision back to the UASC.
- The UASC seeks clarification regarding communication of assessment issues. The council prefers to communicate to college Deans, Department Chairs or School Directors, and appropriate assessment committees when there are assessment issues, and then to allow the chain of communication to follow.
- Clarification is needed from Dr. Bullard and his assessment advisory group regarding the graphic representing the chain of communication between the UASC and other groups prior to posting the diagram on the webpage. The UASC will revisit the graphic in the next meeting to ensure an accurate representation.
- The definition of Core Curriculum Assessment Committee (CCAC) and the Core Curriculum Advisory Committee (CCAC) were discussed, and how the three groups should function together.
- There was discussion about the appropriateness of including the Core Curriculum Advisory on either the graphic organizer or the council description. Input from Dr. King via email indicated a question about the relevance. This will be discussed at the upcoming meeting with Dr. Brunson, Dr. Jumper, and Dr. King and communicated back to the UASC.

Communication and Transparency Discussion:

- It was mentioned that the new representative from the chairs forum will be invited to the next UASC meeting.
- The council roster was approved.
- Dr. Nerren gave an update about the UASC webpage. A skeleton of the website has been created, but nothing is posted yet. Contact information, meeting minutes and a comment box will be available on the webpage.

- Members re-emphasized that transparency and two-way communication is critical to the work of the council.

Other Discussion:

- The UASC views its role as a steering council to make recommendations and provide advice for assessment practice and policy rather than compliance issues.
- The UASC sees its key role as looking at the assessment system as a whole, listening to faculty concerns, and making recommendations to the Provost when changes need to be made.
- If a recommendation is made to the CCAC and denied, faculty can bring it to the UASC

SACS 5-Year Report Discussion:

- Action plan reviews were seen by some to inaccurately reflect many college review reports.
- The purpose & benefits of Educational Support Unit Assessment Reports was discussed briefly; additional discussion is planned for the next meeting. Clarification will be sought for the rationale behind these reports.
- *Members were in favor of Chairs and Deans being ultimately responsible for ensuring that appropriate action plans are provided in SACS reports at the program level in all units.*

Suggested Readings:

- It would be helpful for members to read George Kuh's book on evidence-based assessment.
- Council members are encouraged to subscribe to the NILOA newsletter.

Action steps for next meeting:

- Dr. Nerren will communicate the council's requests for clarification with the Provost.
- The committee will review the set of recommendations from the Associate Deans Forum.