

University Assessment Steering Council
September 9 2016
Minutes

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

After opening remarks the council approved minutes from the August 2 meeting with minor revisions. These minutes will be posted to the UASC website. Council members conducted discussion on the topics outlined below.

Addition of Assessment Category in Digital Measures:

- Council members reported feedback from their respective areas regarding a proposed addition of an assessment category in either the teaching or service category of Digital Measures. Some commented that faculty already report their efforts to assess student learning under the teaching category while others reported that faculty enter other types of assessment activity in the service area.
- There was general agreement that having a specific assessment category within Digital Measures would be helpful both in providing consistency across faculty activity reports and in documenting time and effort invested in the assessment process.
- Dr. Todd Brown agreed to draft a council recommendation to be submitted to the provost for consideration.

Update on Office of Student Learning and Institutional Assessment (OSLIA):

- Council members would like to meet the new assistant director of the OSLIA, Dr. Paul Henley, and learn more about his role in the assessment process.
- The council would also like to have an update regarding both the timeline for selection of a director for the OSLIA and the role of the UASC in that process. Dr. Nerren will communicate to Mr. Calahan, Interim Director of the OSLIA, regarding these questions and will invite Dr. Henley and Mr. Calahan, to the next UASC meeting.

Assessment Workshop:

- Drs. Pace and Szafran summarized actions to date in preparation for the assessment workshop scheduled for October 7. The purpose of this workshop is primarily to facilitate communication and to educate the council on the variety of program and core assessment practices being implemented by Texas institutions. The three participating institutions, Texas Woman's University, Lamar University, and Sam Houston State University were chosen because they share many of the same institutional characteristics as SFA and use many similar assessment tools, but also employ some different assessment practices.
- Because of the workshop format, participation in this event will be limited to presenters from participating universities, staff in the provost's office and the OSLIA, members of the UASC and the Core Curriculum Assessment Committees, as well as deans and one or two additional faculty of their choice.

- At the request of Dr. Perry Moon, co-chair of the Core Curriculum Assessment Committee, Dr. Pace addressed that committee and issued a workshop invitation to committee members. Additional invitations will be issued to the various groups by email with confirmations to be sent to Sharon Brewer, who will coordinate the conference logistics. The specific conference location will be determined based on confirmed attendance.
- Dr. Szafran will contact the guest presenters with specific information about the conference, including a list of possible topics suggested by the UASC. Participating institutions will be asked to lead sessions that include a presentation of approximately 45 minutes followed by a question and answer session of approximately 30 minutes. The lunch period activities will include opportunities for informal sharing of assessment practices at SFA.
- Dr. Najmi agreed to initiate inquiries about the possibility of recording or live streaming the conference. The council also discussed the possibility of organizing a follow-up event at some later date that would be open to the entire campus.

Review of 2015-2016 Assessment Reports:

- Council members briefly reviewed the list of assessment reports due on October 15 according to the most current assessment timeline.
- Questions were raised about expectations concerning reviews within colleges, specifically relative to the timeline and the use of existing evaluation rubrics. Dr. Nerren will communicate with Mr. Calahan concerning these questions.

Upper Division Assessment of Core Objectives:

- The council considered a series of questions and comments posed by a faculty member in the College of Liberal and Applied Arts primarily concerning the use of upper division assignments to assess core objectives. Council members agreed to review the comments and be prepared for discussion during the October meeting.
- Dr. Nerren will also contact Mr. Calahan specifically for a response to questions about senior level assessment.

Action Steps:

- Dr. Todd Brown will draft a recommendation to the provost to add an assessment category to the service area in Digital Measures.
- Dr. Nerren will communicate with Mr. Calahan regarding questions about upper division core assessment, program and unit assessment reports due October 15, as well as review of these reports and the use of existing rubrics for this review.
- Dr. Nerren will invite Dr. Henley and Mr. John Calahan, Interim Director of the OSLIA, to the next UASC meeting.

The meeting adjourned 4:30 pm.