University Assessment Committee Meeting
Monday, December 19, 2016: 12:00 – 2:00 PM
John Spotts Room: Memorial Student Center 2E37

Minutes

Members Present: Karen McComas, Loukia Dixon, Andy Hermansdorfer, Mindy Allenger, Asad Salem, Kim DeTardo-Bora, Caroline Perkins, Andrew Gooding, Edna Meisel, Glenn Anderson (liaison to Graduate Council), Larry Sheret, Marty Laubach, Britt Frye, Alex O'Donnell, Sherri Stepp, Doug Nichols (ex-officio), Tim Melvin, and Mary Beth Reynolds

Guest: Mike Smith

Members Absent: Susan Imes, Maribea Barnes, Nicki LoCascio, Paula Lucas, and Sherri Smith (ex-officio)

1. **Lunch and Introductions**: The meeting began with lunch, followed by introductions. The committee congratulated Dr. Sherri Stepp on receiving her Doctoral Degree in Educational Leadership. It also welcomed guest Mike Smith, Assistant Director of Institutional Research and Planning and acknowledged Carol Hurula, Manager of Business Operations for Academic Affairs.

2. **Minutes of the October 31, 2016 meeting** were approved unanimously as submitted.

3. **Student Affairs Assessment**: Andy Hermansdorfer reported that in spring 2017 the Office of Student Affairs will launch *Collegiate Link*, an online platform to track student engagement. He noted that Marshall currently has approximately 200 student organizations with a combined membership total of 4,500 students. Research shows that students who are involved outside the classroom are more likely to graduate. To better assess student learning and engagement in these organizations, each will enter its membership roster into *Collegiate Link*. This information will allow the Office of Student Affairs to evaluate the extent of student involvement in these organizations, both in terms of the number and percentage of the student body who are involved in each and the average number of organizations in which these students are involved. Additionally, *Collegiate Link* will make reaching out to current <u>and</u> to prospective students easier. For example, prospective students will be introduced to *Collegiate Link* during orientation. They will enter their interests and will immediately be given contact information for student organizations that match those interests. *Collegiate Link* also includes a live card swipe feature that will allow Student Affairs to track students attending its events. Following events, assessments will be completed. Every program has a learning outcome associated with it and assessments will be designed to assess student learning as it aligns to the event's outcome. *Collegiate Link* also will allow the university to provide students with a co-curricular transcript; it will be each student's responsibility to keep his/her information up-to-date.

   Student Affairs has seven learning outcomes. *Collegiate Link* will allow Student Affairs to map its outcomes to activities in which students are engaged outside of the classroom and has the potential to provide data to allow informed decision-making. A discussion followed among committee members regarding the potential of *Collegiate Link*. Britt Frye noted that *Collegiate Link* has the potential to empower student organization leaders; Marty Laubach would like its data to be available to academic department chairs; Mindy Allenger asked if information might be available to students' advisors; Karen McComas was concerned about overlap between what students are doing for academic departments as opposed to student organizations. Mary Beth asked that Karen

McComas, Marty Laubach, Britt Frye, and Andy Hermansdorfer meet to discuss how to coordinate its use. Andy said he would schedule a meeting. There also was discussion regarding development of an assessment link on Student Affairs website that would be linked to the main University Assessment website.

4. **Open Pathways Assessment Portal Update**: Doug Nichols reported that the template for creating the 2016-2017 report is now available. He said that, for the 2016-2017 report, the previous year's summary will be imported as step 2 and, in that step, each program will be asked to address planned actions from the previous year. He is currently working to add uniform mission statements for each academic college and, in step 3 (where programs list their learning outcomes and assessment measures) there will be a new link where programs can align program outcomes to university outcomes.

5. **Information Literacy and Metacognitive Thinking Baccalaureate Degree Profile (BDP) Outcomes**: Mary Beth Reynolds began by summarizing changes proposed by the Summer Assessment Workgroup that were discussed at the October 31 meeting. There was extensive discussion regarding proposed changes. Thoughts that emerged suggested that committee members felt that, although it was difficult to assess processes students used to achieve outcomes (as in the case of the *Information Literacy* outcome) these were important to their learning and are often stress in courses. There was feeling that student artifacts <u>must</u> include reflections on the process students went through to create their artifacts, i.e. process papers or metacognitive reflections. A plan to disseminate this information to course instructors needs to be developed. Mary Beth suggested meeting as a smaller group after the holidays to consider these issues. Doug Nichols, Marty Laubach, Larry Sheret, Caroline Perkins, Kim DeTardo-Bora, and Karen McComas agreed to constitute the sub-committee to discuss these issues further.

6. **Core Curriculum Review-Next Steps**: Mary Beth reminded everyone they have access to the SharePoint for the Core Curriculum Review. Gayle has asked that the program review next be reviewed by the Academic Planning Committee. Marty Laubach, with the help of Mike Smith, created a model to show the extent to which various elements of the Core Curriculum account for student outcomes. Mary Beth would like to have this review it to the Board of Governors by April.

7. **Additional Discussion Items**
   - **CLA+/Senior Assessment Schedule**: Mary Beth asked for capstone instructor volunteers to require students to complete the senior assessment. She thanked Loukia Dixon, Kim DeTardo-Bora, and Marty Laubach for recruiting people so far.
   - **Capstone Projects to Blackboard and Blackboard Updates**: Mary Beth will reach out to capstone instructors about having their students upload capstone projects in Blackboard. Doug has added a capstone outcome (AAC&U's Critical Thinking Rubric). Mary Beth would like to see how well capstone projects align with the AAC&U rubric. If they do, Marshall might be able to start using capstone assessment using AAC&U's Critical Thinking and Written Communication rubrics for national reporting via the Voluntary System of Accountability's (VSA) College Portrait. Mary Beth suggested that assessment of capstone projects likely will provide a better measure of our students' knowledge and skills at the time of graduation.
   - **Mapping Undergraduate Program to BDP outcomes**: Mary Beth said that programs are now asked to do this as part of the five-year program review process. Doug also will create a user-friendly method to do this within the Assessment Portal, allowing programs to keep this information up-to-date as they change or modify outcomes.

- **NILOA, AAC&U, and VSA Excellence in Assessment Update**: Tim Melvin said new criteria came out earlier last month regarding the *Excellence in Assessment* application process. Once 2017 approaches, Tim will contact Karen McComas and Kim DeTardo-Bora regarding next steps. He emphasized the need to attach hyperlinks within the body of the application due to the word restriction in the narrative itself. The application is due in April.
- **Assessment Day Update**: Tim shared that he, Sherri Stepp, and Britt Frye met recently to discuss plans for Assessment Day. They discussed suing the Student Success Collaborative (SSC) Guide to reach students. However, at present, this is only available for freshmen but, over time, it will be available for all students. So, within two to three years, it will become more useful for disseminating Assessment Day information to students. Tim said his sub-committee will work with Megan Archer in University Communications to promote Assessment Day activities. He said that our top prizes this year may shift from the iPads of previous years to Apple Watches. There is no designated Assessment Day any more, but we will run Assessment Day activities from February through mid-April. We will determine a day for Assessment Day prize drawings and inform the campus community of that day.
- **Academic Year 2015-2016 Assessment Report reviews**: Mary Beth reminded everyone that assessment report evaluations are due February 1.

8. **Updates from Committee Members**:
   - Loukia Dixon said CD capstones are in the fall and requested more information about the plan to encourage capstone instructors to create their project assignments using the Blackboard Assignment tool and to have students submit their work in Blackboard.
   - Edna Meisel said that the College of Education and Professional Development is getting ready for its CAEP visit, which will occur in October 2018. They are currently working on their self-study, which is due in January 2018.
   - Mindy Allenger reported that the Center for Teaching and Learning is getting ready to welcome new faculty in January. The CTL is also working with the Instructional Design Center and the Technology Group.
   - Andrew Gooding reported that the RBA program is now located in Smith Hall.
   - Caroline Perkins said her program's capstones are not completed in English because they are capstones in the following majors: French, Japanese, German, and Spanish. She said, however, that departmental faculty could use the AAC&U Critical Thinking and Written Communication rubrics could be used to assess the projects.
   - Asad Salem noted that the College of Information Technology and Engineering will have its first graduates from Chemical Engineering in May 2017. The program will request ABET accreditation in January 2017, with ABET's visit occurring in October 2017. The program will complete its self-study by March 2017. Mary Beth commented on the success of the most recent Engineering and Safety accreditation efforts.
   - Larry Sheret said that the library's assessment data show that students have knowledge aligning to all elements of the University's Information Literacy outcome, but the library's data are not able to show whether or not students *use* this knowledge. He is currently working to set up a spreadsheet for Blackboard Analytics where all questions on its assessment are aligned with specific Information Literacy outcomes. Larry also asked Committee members to share with faculty in their colleges that he is available to administer the library's Information Literacy assessment to their students.
   - Glenn Anderson said that soon most programs that have submitted graduate program reviews this fall should receive evaluations from members of the Graduate Council. Final revisions of

graduate program reviews are due to Glenn and Graduate Council reviewers (copied to Mary Beth) by January 15.

- Britt Frye noted that Housing and Residence Life conducts numerous assessments each spring semester. He will share what they do with Andy Hermansdorfer from Student Affairs. He said that student employees will complete surveys and participate in focus groups to help staff determine what they are learning through the student employment experience. Hall directors also conduct focus groups with students living in the halls. The staff also will assess student leadership competencies through assessment of students who are members of Residence Hall Councils. Self-assessments and advisor assessment also will be completed.
- Alex O'Donnell uploaded something to Blackboard Outcomes and said that, from a student perspective, he found it to be easier than uploading artifacts to GEAR.
- Marty Laubach is continuing the analysis that started with the Core Curriculum Review.
- Sherri Stepp reported that University College has completed Week of Welcome surveys as well as UNI 100, facilitator, and peer mentor surveys. They will begin using these results as they plan programming for 2017.
- Doug Nichols reported that the English Department will begin program assessment using Blackboard Outcomes in January. He noted that this might be a good test case to see how the assessment process works for degree programs.
- Tim Melvin asked people to spread the word about Qualtrics trainings. He reported that we now have 188 Qualtrics users at Marshall. Mary Beth noted that this is an increase from the 40 users we had prior to August. Glenn Anderson requested training at the School of Pharmacy. Tim said he has already been in contact with Holly with the School of Pharmacy and that training would be scheduled there.

Meeting was adjourned around 2:00 PM.

Respectfully Submitted,

Mary Beth Reynolds