



University Assessment Committee Meeting
MSC John Spotts Room / 3:30 – 5:00 PM
March 6, 2018

MINUTES

Members Present: Loukia Dixon, Andrew Gooding, Paula Lucas, Tim Melvin, Doug Nichols, Sherri Stepp, Nicki LoCascio, Fred Mader, Asad Salem, and Mary Beth Reynolds

Members Absent: Tina Allen, Kim DeTardo-Bora (sabbatical), April Fugett, Karen McComas, Susan Imes, Marty Laubach, Maddy Parker, Caroline Perkins, Larry Sheret, Maribea Barnes, Amy Saunders, and Sherri Smith

1. **Introductions:** Introductions were waived, as there were no new attendees.
2. **Approval of Minutes:** Paula Lucas motioned to approve the minutes of the December 18, 2017 meeting and Andrew Gooding seconded the motion. The minutes were approved unanimously.
3. Mary Beth Reynolds thanked members for their evaluations of the annual assessment reports. She said that she had sent feedback to all programs who submitted annual assessment reports last year.
4. **Syllabus Assessment:** Mary Beth explained the process for reviewing course syllabi. She said we will begin a new cycle this year. This semester we are reviewing the LCOB, COLA, CITE, and COS. Everyone will have 19 individual syllabi to review. Mary Beth asked committee members to have these reviews complete by May 8. There was some discussion about online and adjunct instructors including items such as office hours, etc. Mary Beth asked reviewers to use comments when in doubt about ratings. Loukia Dixon asked about the accessible syllabus. She noted that if an instructor has a student with a visual impairment, the accessible syllabus can be converted to text to speech. Mary Beth suggested inviting Paula Kaplan to our May meeting to describe the accessible syllabus.
5. **NSSE Administration: Spring 2018** – Invitations will be sent February 27, with reminders on March 7, March 13, March 28, and April 3. Prize Drawings will be held April 4 for two Apple Watches and eight \$50 gift cards to the MU Bookstore. As of today, we only have a 6.6% response rate to NSSE. By the time we went to the first reminder in 2016 we had a 10% response rate. Mary Beth asked committee members to encourage freshmen and seniors to complete the survey.
6. **Assessment Day:** Mary Beth distributed the Assessment Day schedule, which included a listing of events and prizes. She asked committee members to share this information with departments and colleges. Prize drawings will be held on April 4. She also noted a conversation on sexism that is scheduled on Friday, March 9 at noon in the Drinko Atrium. The panel on sexism is being sponsored by Student Affairs, the President's Commission on Equality, Equity, and Inclusion, and the Women's Commission.

7. **Annual Assessment Report Portal Entry Update:** Doug Nichols will have the portal ready for the 2017-2018 reports by the end of this week. Doug said that all of the college missions are in the template now. He will have feedback loop information in the template by the end of this week.
8. **Capstone Assessment Project Plans Update:** Mary Beth has talked to chairs in every college except CITE about aligning capstone projects to the university's capstone outcome. Eight assessors have committed to assessing capstone projects. Mary Beth will remind chairs about this later.
9. **Additional Business:** Paula Lucas said that the Council for the Accreditation of Educator Preparation (CAEP)'s visit to the College of Education and Professional Development will occur this coming October.
10. Our end of the semester meeting will be Tuesday, May 8 at noon. Lunch will be provided.

Meeting adjourned at 4:40 PM.

Respectfully Submitted,

Mary Beth Reynolds