



University Assessment Committee Meeting  
Date: Monday, May 3, 2021; Time: 12:30 – 2:00 PM  
Location: Microsoft Teams

### Minutes

**Members Present:** Omar Attarabeen, Fulton Burns, Kim DeTardo-Bora, Loukia Dixon, April Fugett, Trish Gallagher, Andrew Gooding, Will Holland, Marty Laubach, Nicki LoCascio, Paula Lucas, Sarah-Frances Lyon, Karen McComas, Ralph McKinney, Tim Melvin, Adam Russell, Asad Salem, Larry Sheret, Chris Sochor, and Mary Beth Reynolds

**Members Absent:** Yi-Po Chiu, Andy Hermansdorfer, and Bonnie Lawrence

1. Marty Laubach moved and Tim Melvin seconded approval of the minutes from the February 10, 2021 meeting. The minutes were unanimously approved as amended by Karen McComas.
2. **New HLC Reporting Requirements:** Mary Beth Reynolds explained that, in response to new U.S. Department of Education regulations, HLC has promulgated updated reporting requirements. In future, we will be required to notify the HLC regarding initiation of new degree and certificate programs, as well as contractual arrangements. We will also need to notify them regarding significant changes to existing degree programs. Degree program changes we must report include a change in method of program delivery, change in credit hours required, and aggregate change of 25% or more to the program's content. The HLC also requires reporting the development of customized pathways or abbreviated or modified courses or programs to accommodate or recognize a student's existing knowledge, or to close competency gaps between demonstrated prior knowledge or competency and the full requirements of a particular course or program. Marty Laubach asked if we needed to report that students would have the option to complete courses either online or face to face when the courses were previously offered only face to face. Mary Beth recommended reporting this but said she will check with Marshall's HLC liaison to be sure.
3. **Quality Initiative Planning Updates:** Mary Beth, Karen McComas, Will Holland, April Fugett, and Tim Melvin provided an update to the committee on plans for Marshall's HLC Quality Initiative. The committee is developing a series of activities aligned with three themes: *Complexities of Identity*, *Building Bridges*, and *Embracing and Celebrating Differences*. Karen explained that we will use a concurrent model, in which each year of our three-year project will focus on one of the themes. Four activities built around the theme will be presented each year, with the first one designed to enhance empathy, the second knowledge, the third skills, and the fourth application. Will talked about the potential of these activities to reach a wider audience than just those who participate. April reinforced this idea by talking about using climate surveys as part of our assessment strategy. Marty Laubach shared some of the many events the College of Liberal Arts sponsors, suggesting we coordinate what we are planning with the many activities currently underway. Tim talked about the importance of initiatives to connect Marshall to the Huntington community, e.g., Highlawn, Central City, Fairfield, and downtown.

4. **Academic Affairs Policy Update:** Mary Beth shared that an Ad-Hoc Committee of Faculty Senate, chaired by Dr. Anna Mummert, has concluded a two-year process of updating four policies: AA-21 (Faculty Workload), AA-22 (Annual Evaluation of Faculty), AA-7 (Faculty Salary Increases), and AA-45 (Salary Increases for Clinical and Library Faculty). She highlighted the major provisions of AA-7, which increase the floor amount of dollars for salary increases with promotion and the minimum salary levels for faculty at the rank of professor, associate professor, assistant professor, term faculty, and adjunct faculty. AA-45 does the same for clinical and library faculty. She noted that updates to AA-21 and AA-22 were adopted by the Board of Governors (BOG) at its April 29, 2021 meeting and that AA-7 and AA-45 will be on the BOG's June 17, 2021 meeting agenda. Mary Beth noted that an update of AA-35 (Faculty Absences), which adds a section "presence on campus" and a newly crafted policy AA-48 (Intellectual Property) will also be presented to the BOG in June. Marty is encouraging faculty to make the language of AA-35 stronger to protect faculty's flexibility regarding the specific time they are on campus.
  
5. **Graduate Council Program Review Recommendation Decision Tree:** Mary Beth shared the Decision Tree that Graduate Council and the Faculty Senate's Academic Planning Committee will pilot in fall 2021. The tree, developed by Dr. Scott Davis with input from other Graduate Council members (Dr. Bonnie Lawrence, Dr. Tracy Christofero, and Dr. Lori Howard) has the potential to make program review recommendations more consistent across the university committees that evaluate them.
  
6. **Spring 2021 Program Review Recommendations:** Mary Beth shared final BOG program review recommendations for this academic year.
  
7. **Spring 2021 Assessment Day Update:** Adam Russell explained the issues that resulted from offering students prizes in the form of direct payments. Many students did not want to provide W-9 information (which must be provided for tax purposes) to claim their cash prizes. He recommended that next year we move to awarding smaller prizes with Marshall logo. Sarah-Frances Lyon suggested using HERD Points, to which Adam replied that we are considering this for some prizes, but that many of our participants are ready to graduate. Ralph McKinney also warned that HERD Points, like direct payments, are subject to income tax. Mary Beth noted that all campus-wide survey results have been posted. They have also been sent to the offices originating the surveys.
  
8. **Assessment Report Update:** Mary Beth shared that she hopes to have feedback to departments regarding their 2019-2020 assessment reports by the end of this week. She shared the following statistics:
  - Undergraduate Curriculum Maps were completed by 58% of programs (38/66)
  - Undergraduate BDP Alignment has been completed by 58% of programs (38/65-either complete or partial)
  - Graduate Curriculum Maps have been completed by 48% of programs (44/91)
  - Graduate Goals Alignment has been completed by 33% of programs (30/91-either complete or partial)
  
9. **Summer Assessment Team Plans:** The Summer Assessment Team will begin its work next Monday, May 10. It will assess baseline artifacts; FYS final exams; artifacts aligned to Creative, Inquiry-Based, and Quantitative Thinking; and Capstone Projects.

10. **Syllabus Evaluations:** Mary Beth thanked those who have submitted their syllabus reviews and asked those who have not to please complete them, as she will send reviews to the faculty by summer's end.

11. **Additional Business:** We congratulated Larry Sheret on winning one of the Distinguished Artists and Scholars' awards; Omar Attarabeen and Fulton Burns for successfully completing the John Marshall Leadership Fellows' program (Omar in fall 2020 and Fulton in spring 2021).

Chris Sochor shared that Blackboard Outcomes is currently not alerting assessors via email that they have been added to assessment collections. However, Mary Beth reminded Chris that the Summer Assessment Team will continue to use "Assessor 1," etc. rather than their Marshall IDs.

Ralph McKinney shared that the Lewis College of Business will be undergoing a pre-accreditation visit from AACSB next week. We wished them well!

Last, Larry Sheret encouraged everyone to submit their manuscripts to the library via Digital Scholar.

The meeting adjourned at 1:55 PM.

Respectfully Submitted,

*Mary Beth Reynolds*