



University Assessment Committee Meeting
Date: Monday, December 13, 2021; Time: 12:30 – 2:00 PM
Location: Microsoft Teams

Minutes

Members Present: Omar Attarabeen, Fulton Burns, Carrie Childers, Kim DeTardo-Bora, April Fugett, Marty Laubach, Brian Hoey, Paula Lucas, Sarah-Frances Lyon, Ralph McKinney, Tim Melvin, Adam Russell, Larry Sheret, Chris Sochor, and Mary Beth Reynolds

Members Absent: Scott Davis, Trish Gallagher, Andy Hermansdorfer, Saurabh Mehta, and Asad Salem

1. **Approval of Minutes:** Fulton Burns made a motion to approve the minutes of the October 18, 2021 meeting and Larry Sheret seconded the motion. Larry pointed out one typo, which Mary Beth corrected. The corrected minutes were approved unanimously.
2. **Annual Assessment Report Review Assignments:** Mary Beth reminded committee members that their assigned assessment reviews are due at the end of January. She said she has already received some reviews and noted that, while the comment boxes in the fillable PDFs allow comments to be typed in, all typing remains in a single line. When that line overflows the box, the reader sees a tiny /x/ in the bottom right corner of the box. Although the presentation leaves something to be desired, the reader can access the full set of comments by placing their cursor in the box and scrolling.
3. **Quality Initiative Planning:** Mary Beth reminded committee members that the Quality Initiative has been approved by the Higher Learning Commission. She said that an oversight committee is working to form smaller working committees, a couple of which have already started working on plans for specific activities. She briefly reviewed the activities planned and progress to date. She encouraged Assessment Committee members to let her know if there are specific activities in which they are interested in participating and asked for their leadership in promoting the quality initiative among their colleagues when it launches in fall 2022. There will be more updates as the spring 2022 semester progresses.
4. **National Survey of Student Engagement:** Mary Beth informed committee members of the university's plan to participate in NSSE in spring 2022. Students will receive their initial invitation to take the survey on March 1, with their final reminder coming April 6. A prize drawing (in conjunction with overall Assessment Day prize drawings) will take place on April 13. She encouraged everyone to review our past NSSE results, which are posted on the Assessment website.
5. **Syllabus Evaluation Update:** Mary Beth provided a synopsis of the results of spring 2021 syllabus evaluations from the College of Health Professions. She is pleased that, for the first time since 2014, more than 90% of syllabi reviewed included the assessment grid. This year, the only required syllabus elements that did not appear on 90% or more of the syllabi reviewed were the catalog

description *from the most recent catalog*, and the attendance policy. We discussed the reason why our policy requires a course description *from the most recent catalog*, which is to ensure that all faculty who teach in specific degree programs remain up-to-date on what the university catalog communicates to students and to the public regarding the program's courses. If course content and outcomes need to be updated, the faculty should go through the university's curricular process to make these updates, which will be reflected appropriately in the appropriate catalog.

The committee discussed what type of statement on asynchronous online course syllabi would suffice to cover the *attendance* requirement. The consensus was that there should be something about *participation*, which would simply emphasize that all assignments must be completed by their due dates. Mary Beth also stressed that, for face-to-face courses and synchronous virtual courses, it's important that the attendance policy allow for university excused absences.

6. **Assessment Day 2022:** Surveys run from March 22 – April 12. Prize drawings will be held on April 13.
7. **Potential Annual Viability Reports:** Mary Beth anticipates that we may have discussion about annual program viability reports in the spring. If so, she is committed to designing these reports so that they are as effortless as possible for department chairs/faculty to complete and will have the benefit of keeping them updated on the trajectory of enrollments and graduation rates.
8. **Promotion for faculty not on the tenure track:** Mary Beth said we now have a task force working on developing promotion guidelines for faculty who are not on the tenure track. Larry Sheret provided a brief synopsis of the process used in University Libraries.
9. **Announcements:** Chris Sochor answered several questions about Blackboard.

The meeting adjourned at 2:00 PM.

Respectfully Submitted,

Mary Beth Reynolds