



University Assessment Committee Meeting  
Date: Monday, May 2, 2022; Time: 12:00 – 2:00 PM  
Location: Microsoft Teams

### Minutes

**Members Present:** Fulton Burns, Carrie Childers, Kim DeTardo-Bora, Marty Laubach, Paula Lucas, Sarah-Frances Lyon, Ralph McKinney, Tim Melvin, Adam Russell, Larry Sheret, Chris Sochor, Scott Davis, Andy Hermansdorfer, Asad Salem, and Mary Beth Reynolds

**Members Absent:** Omar Attarabeen, April Fugett, Brian Hoey, Trish Gallagher, and Saurabh Mehta

**The meeting began with lunch.**

1. **Approval of Minutes:** Carrie Childers made a motion to approve the minutes of the December 13, 2021 meeting and Marty Laubach seconded the motion. The minutes were approved unanimously.
2. **Update on annual assessment report and syllabus reviews:** Mary Beth thanked the committee members for their work in completing both these tasks. She will have assessment report feedback to chairs before summer's end and will have syllabus feedback to faculty by September. Discussion regarding syllabi ensued with several suggestions emerging from the conversation. These included to update the syllabus template to include special course designations of *International*, *Multicultural*, *Writing Intensive*. Committee members also suggested that the syllabus include an indication of type of course delivery – i.e., in person, asynchronous online, synchronous virtual, hyflex, hybrid, etc. Asynchronous online might be entered as the “location” of the course, while a physical room location might be given for on-campus meetings of a hybrid course on specified dates, while the syllabus would note that, save for these meetings, coursework would be completed online at times of the student's choosing. Mary Beth pointed out that there are two syllabus templates, a *basic* template that includes all Board of Governors' required elements, and a template for online courses. Committee members suggested that QR codes on syllabi would be useful to help students identify course locations.
3. **Program Review changes for academic year 2022-2023:** Scott Davis reported on the Graduate Council's changes to the evaluation rubric for program reviews, which were also used by the Faculty Senate's Academic Planning Committee. Mary Beth also talked about changes to the process regarding adding discipline specific peer reviewers. More information will be available by September.
4. **Quality Initiative Planning:** Mary Beth updated the group on Quality Initiative planning, including sharing information that, after receiving campus-wide feedback, the Book Selection Committee has recommended *Black Huntington: An Appalachian Story* by Cicero M. Fain III and *Another Appalachia: Coming Up Queer and Indian in a Mountain Place* by Neema Avashia for campus-wide reading and

programming. Additional books to encourage are *Born a Crime* by Trevor Noah and *They Called us Enemy* by George Takei.

5. **National Survey of Student Engagement:** Marshall's student response rate this spring was 31.6% (34.4% for freshmen and 28.5% for seniors)- just slightly lower than our 32.2% (35.2% for freshmen and 29.3% for seniors) response rate in spring 2020. There will be more details in the fall after we receive our report.
6. **Alumni Outcomes and Graduation Surveys**-we plan one more reminder for 2020-2021 alumni and will compile graduation survey results shortly. Chris McDavid and her team in the Office of Career Education also are surveying alumni with good results and impressive graphics. We are in conversations regarding merging what our two offices are doing.
7. **Assessment Day 2022:** Surveys and prize drawings are complete. Reports will be sent to respective student service offices soon.
8. **Summer Assessment Team:** We will continue with assessment of baseline/FYS scenario responses, the Baccalaureate Degree and capstone assessments. This year, we will assess BDP outcomes *Intercultural Thinking, Ethical & Civic Thinking, and Communication Fluency*.
9. **Potential Annual Viability Reports and APS:** Folks should stay tuned for information regarding annual program health checks.
10. **Academic Affairs Policies:** The Graduate Council has updated the graduate portion of the AA-12, the policy regarding academic dishonesty and they are working on updating the policy on graduate faculty membership (AA-20).
11. **Promotion and Tenure Procedures:** We had a brief discussion regarding the new electronic P&T process that we piloted this past year. It will continue in 2022-2023.
12. **Promotion for faculty not on the tenure track:** The Task Force has completed a procedure for promotion of clinical faculty – note: the Schools of Pharmacy and Medicine already have procedures in place to promote clinical faculty.

The meeting adjourned after 2:00 PM.

Respectfully Submitted,

*Mary Beth Reynolds*