



University Assessment Committee Meeting
Date: Monday, May 1, 2023; Time: 12:00 – 2:00 PM
Location: Shawkey Dining Room

Minutes

Members Present: Kim DeTardo-Bora, Loukia Dixon, Brian Hoey, Marty Laubach, Ralph McKinney, Tim Melvin, Lisa Muto, Larry Sheret, Susan Tusing, April Fugett, Isaac Lairson, Sarah-Frances Lyon, Asad Salem

Members Absent: Trish Gallagher, Andy Hermansdorfer, Paula Lucas, Adam Russell

1. Lunch was followed by approval of minutes from the January 30, 2023, meeting. The minutes were approved as submitted.
2. HLC Quality Initiative Update <https://www.marshall.edu/hlc-qi/> - Mary Beth updated the committee regarding plans for academic year 2022-2024. These plans include a review of university policies for unintended bias. This review will likely begin with a review by an outside consultant and may continue with an internal committee. We also will work with the Office of Institutional Research and Center for Teaching and Learning to continue an ongoing analysis of the project's outcomes.
3. Program Review Updates: This was the first year we had external reviewers on campus. External reviewers are required only for programs without specialized accreditation. This year we had two review teams – one for all the programs in the Department of Political Science (Political Science-BA, International Affairs-BA, and the Master of Public Administration [MPA]) and the second for all programs in the Department of Geography (Geography-BA/BS, Geography-MA/MS and the undergraduate and graduate certificate programs in Geospatial Information Science).

Mary Beth shared that HEPC Series 10, Policy Regarding Program Review and Planning was recently updated, so we are in the process of updating our program review template to comply with the updated HEPC policy. The main areas to be addressed are *external demand*, *quality of outcomes*, and *cost of program delivery*. A Task Force consisting of representatives from the faculty senate's academic planning committee, the graduate council, the university's finance office, institutional research and planning, and academic affairs will work during the summer to ensure a seamless rollout of the new protocol. Updated recommendations will be as follows: 1) continue at current level; 2) develop or expand program due to demand; 3) improve program through advancements in efficiency, quality, productivity, and focus; 4) consolidate the program with another existing program; 5) discontinue the program after all enrolled students have completed it. All but two of the programs reviewed in 2022-2023 will continue at current level. The BA in Economics will be discontinued, and the Advanced Graduate Certificate in Geospatial Information Science was

discontinued by a vote of the Graduate Council in October 2022. The Basic Graduate Certificate in Geospatial Information Science will continue at current level.

Programs reviewed in 2023-2024 will include some from the Colleges of Liberal Arts, Arts and Media, Science, Health Professions, the School of Pharmacy, and the Regents' Bachelor of Arts program.

4. Mary Beth asked committee members to share that she will send assessment report feedback to programs no later than the end of summer.
5. HLC 2025-2026 Comprehensive Visit Planning-Dr. Susan Tusing, Professor of Music and Academic Affairs Fellow, shared with the committee that she has established an HLC Criteria working group. This group consists of a chair for each of the five HLC criteria for accreditation and at least four additional members per criterion. This group has been charged with finding evidence to support Marshall's compliance with their assigned criterion, to upload the evidence files to a Microsoft Team she created for that purpose, and to identify where evidence gaps exist. Each chair will write a rough draft for their criterion. At the end of the summer, Susan will collate information into a draft assurance argument. This process will provide us with two years to fill in any evidence gaps identified.
6. Syllabus Evaluation – the plan had been for the committee to evaluate matched syllabi for classes that had at least one face-to-face section and one asynchronous distance section. Unfortunately, due to time constraints, we did not complete this task and will revisit it in spring 2024.
7. Summer Assessment – Mary Beth informed the committee that the Summer Assessment Team would assess samples of Baseline/FYS assessments; artifacts from the core curriculum aligned to Information Literacy, Integrative and Metacognitive Thinking; and capstone artifacts.
8. Program Health Checks-short annual reports examining the following areas of performance are coming soon. If they begin in fall 2023, they will be submitted along with the annual assessment report. Right now, we expect the sections of the annual health check to be as follows:
 - Enrollment and Persistence
 - Five Years of enrollment numbers and five year “year over year change” in enrollment.
 - Benchmark = average university “year over year enrollment change” at same degree level.
 - Persistence of students enrolled in each major
 - Persistence trend over past five years and average five-year persistence.
 - Benchmarked over averaged five-year university persistence in all majors at same degree level.
 - If enrollment is below benchmark (still to be determined), the program will conduct a market analysis using data from Hanover Research.
 - If persistence is below benchmark, the program will conduct a persistence analysis (migration out data, examination of courses for high D/F/W rates [undergraduate] or grades of C or lower [graduate]). APS data will be used.
 - If both enrollment and persistence are below benchmark, the program will conduct a more in-depth analysis.
 - All programs will be asked to conclude with comments.

9. Assessment “Day” Surveys – Climate Survey, response rate 1,394 complete or partial response. Mary Beth also shared that on our core curriculum survey students rank the following areas of learning highly:
- Use knowledge from more than one area of study to explore issues or to solve problems (Integrative Thinking).
 - Find scholarly information, evaluate it critically and use it effectively (Information Literacy)
 - Assess my own values and examine other viewpoints and credible evidence (Inquiry-Based and Ethical/Civic Thinking).

The meeting was adjourned at 2:00 PM.

Respectfully submitted,

Mary Beth Reynolds

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