



### **University Assessment Committee Meeting**

**Date: Monday, May 12, 2025; Time: 12:00 – 2:00 PM**

**Location: Memorial Student Center, Room 2W-16 (Old Student Resource Center Conference Room)**

### **Minutes**

**Members Present:** Chris Atkins, Nandini Manne, Brian Hoey, Paula Lucas, Tiffany Hartman, Margaret McLaughlin, Kim DeTardo-Bora, Loukia Dixon, Diana Adams, Drew Stephenson, Adam Russell, Tim Melvin, Larry Sheret, Susan Tusing, Mehdi Esmaeilpour, Ben Spurlock, Amanda Meadows, Le'Kesha Taylor and Mary Beth Reynolds

**Members Absent:** Alissa Davis, April Fugett

**Members Needed:** COLA representative

1. This end of the year meeting began with networking and lunch.
2. Chris Atkins made a motion to approve the minutes of the February 12, 2025 meeting and Drew Stephenson seconded the motion. The minutes were unanimously approved as submitted.
3. Syllabus Audits: Mary Beth thanked committee members for their review of dual credit syllabi this semester. She will review and send these audits (with reviewer information redacted) to the respective dual credit faculty and to Michelle Biggs, Director of the Herd Academy.

Mary Beth addressed a concern that arose regarding the syllabus elements on the audit sheet. She explained that these were elements required for all syllabi according to University Policy-Academic Affairs-3 (UPAA-3): Course Syllabus Policy. However, Tiffany Hartman raised the issue of including campus carry information, which has been added to the recommended syllabus template. Mary Beth noted that it would be a good idea to update UPAA-3: Course Syllabus Policy to add this information. We will follow up on that in fall 2025.

Mary Beth reminded committee members that it is important to remind faculty to upload their syllabi to MU-BERT and this is especially important during the summer sessions. She noted that, among other things, the Federal Compliance review, which will occur with our HLC review in April, will require examples of syllabi to ensure that course content and outcomes do not differ based on course modality or the length of the term in which the course is taught.

Drew Stephenson asked if the university was going to allow some faculty to use Zoom instead of Microsoft Teams for virtual course delivery. While we did not have a definitive answer, the consensus was that Microsoft Teams was the official university platform for virtual courses, but that Zoom could be used in cases where programmatic accreditation and other unique circumstances required it.

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4. Annual Assessment Report reminders and update on Planning and Self Study: Mary Beth provided an update on annual assessment reports. She again thanked committee members for their work reviewing annual assessment reports and said that, to date, she has sent letters and feedback (again with Assessment Committee reviewers deidentified) to all colleges that submitted assessment reports except for the College of Education and Professional Development. These will likely be sent in June.

This led to a discussion regarding Watermark's upgrade to Taskstream, called Planning & Self-Study. All 2025-2026 program reviews will be completed using Planning & Self-Study, and a pilot group (all Lewis College of Business and School of Pharmacy programs, plus the Communication Disorders programs within the College of Health Professions) are using Planning & Self-Study to complete their 2024-2025 annual assessment reports. These reports are due no later than September 26, 2025, and all 2025-2026 reports will be completed using Planning & Self-Study.

5. Update on *Creative Thinking* Rubric and General Education Assessment: Mary Beth shared that a small Task Force consisting of Dr. Shannon Miller-Mace, Assistant Professor of Mathematics; Sandra Reed, Professor of Visual Arts; Dr. Rachael Peckham, Professor of English; and Professor Kevin Levine, Assistant Professor of Marketing, MIS and Entrepreneurship in the Lewis College of Business and Music in the College of Arts and Media. Discussions formed around the need to expand the rubric the Summer Assessment Team uses when assessing artifacts aligned to *Creative Thinking*. The consensus has been that our current rubric is more closely aligned to *Creative Problem Solving* and that it does not allow for a fair analysis of *creativity* in the arts. We presented a draft of a revised rubric, taken largely from the AAC&U's *Creative Thinking* rubric, which adds a row for *Acquiring Competencies*. We also discussed the need for process papers or metacognitive reflections, as well as instructor descriptions of the projects, to accompany student artifacts.

Chris Atkins, a member of the General Education Revision Task Force, said that Dr. April Fugett, Executive Director of the Center for Teaching and Learning, will assume the leadership of the Task Force beginning July 1. Based on progress made to date, he said that the bulk of the current general education offerings will remain unchanged, but that FYS will be revamped, as it is not sustainable in its present format. He reported that the next task will be to map the pillars of the new general education model to the outcomes of Marshall's existing Baccalaureate Degree Profile.

6. Assessment Day results – still working on some, but most have been posted <https://www.marshall.edu/assessment/survey-results/>  
Mary Beth reported that the results of campus-wide surveys have been shared with respective offices and posted on the Assessment website. She noted lower response rates than in previous years. Discussion concluded that more emphasis on prizes and perhaps reaching students via text messages rather than emails may help in increasing these rates.
7. Program Review recommendations – Mary Beth thanked Amanda Meadows, Graduate Council liaison to the Assessment Committee, for her work in organizing the Graduate Council's program review process this year. Stephen Tipler should also be acknowledged for the work he has done to organize the internal review of undergraduate programs for the past eight years. Of the thirty

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degree programs reviewed this year, 21 were recommended to continue at their current levels, three to develop or expanded due to demand, five to consolidate (resulting in only two programs

after consolidation), and one to improve. The BOG voted to discontinue two post-master's certificate programs (Nursing Administration and Nursing Education) due to no enrollments and to continue one post-master's certificate program (Family Nurse Practitioner).

Five teams of external peer reviewers participated in our program review process this year – one for the BA and MA degrees in Communication Studies; one for the academic programs (MS in Biomedical Research, MS in Clinical and Translation, and PhD in Biomedical Research); one for the Master of Science in Engineering (MSE); one for the Master of Science in Electrical and Computer Engineering (MSEE); and one for the Master of Science in Mechanical Engineering (MSME).

8. HLC Quality Initiative Update <https://www.marshall.edu/hlc-qj/> - Mary Bet noted that Javier Zamora will be on campus on November 6 for a presentation on his book, *Solito*. The Intercultural Living/Learning Community will continue as well. She thanked Dean Brian Hoey for the work he did to align programming in the Honors College to the Quality Initiative. Mary Beth is currently working to complete the Quality Initiative report, which must be received by the HLC by June 1.
9. HLC 2025-2026 Comprehensive Visit Planning – Dr. Susan Tusing discussed next steps for the HLC Assurance Argument. She is preparing this document for Cabinet and BOG review in June 2025. From there it will go out for campus-wide review in fall 2025. It must be locked by December 29, 2025, and Marshall's HLC Peer Review visit is scheduled for January 26 and 27, 2026.

The meeting adjourned around 2:00 P<.

Respectfully submitted,

*Mary Beth Reynolds*