

**UNIVERSITY ASSESSMENT COMMITTEE**  
**November 3, 1999**

MINUTES

PRESENT: C. Cole, K. Condeni, B. Evans, R. Ewing, R. Goldberg, M. Haynes-Spoon, A. Lippert, L. Maier, J. Thieme, B. Vivian

ABSENT: D. Carpenter, A.K. Hilderbrand, K. Kier, R. Mankey

CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 4:00 p.m. in conference room 205 of McIntosh Center. New member was introduced: Bill Evans (College of Law).

MINUTES: The minutes for the previous meeting were approved.

**COLLEGE REPORTS**

A&S: Dr. Vivian reported that the pre- and post-testing instrument to assess the general education program has been accepted by the Committee on Curriculum on October 4 and by the Arts and Sciences faculty on October 19. The pre-test will be administered to all entering freshmen as part of their first-year experience and the post-test will be administered during the spring quarter to third year students who took the pre-test. The English Department is also working on a proposal to assess writing.

In addition, each department has submitted to the Dean a preliminary plan for the assessment of academic programs comparing the programs against the 10 qualitative criteria stipulated in the "Strengths for the 21<sup>st</sup> Century" document.

CBA: Professor Ewing reported that a focus group was held this summer in Cleveland with employers from the area to determine what employers were looking for in new hires. A second employer focus group will take place on November 5 in Toledo.

The committee is also looking for an assessment instrument for the general education courses required of CBA students.

ENG: The Electrical & Computing Engineering Department is currently conducting a self study to prepare for the fall 2000 ABET visit seeking accreditation for their Computer Engineering program.

LAW: Dr. Evans reported that he is becoming reoriented with the assessment program as he resumes the associate dean position. The major project going on in the college is the self-study for the February ABA accreditation site visit. Also- the bar exam committee is ongoing.

PHARMACY: (submitted to C. Cole by K. Kier 11/8/99)

The Pharmacy College continues to assess the modules by doing nominal group evaluations with the students. The CNS and Endocrinology modules will be assessed this Fall. The Cardiology and Infectious Disease modules were assessed in the Spring Quarter. The results of the nominal grouping have been forwarded to the two department chairs for consideration. The CNS module has made the student evaluations available to the College Assessment Committee members.

#### OTHER REPORTS

Mrs. Cole presented a new model for student assessment to be developed over the next year. The goal is to have the new surveys and procedures finalized by the meeting in the spring quarter for approval from the committee.

Dean Condeni reported that this year's entering class has a very high profile and test scores are up slightly.

#### NEW BUSINESS

Dr. Goldberg reminded everyone of the very informative assessment presentation at the opening faculty development session. Overhead handouts are still available if needed.

#### UAC- 1999-2000 RESPONSIBILITIES

Dr. Lippert shared that this committee is the umbrella committee for assessment at the university who oversees the assessment plan. Individual colleges are responsible for maintaining their assessment activities as they relate to their individual college missions. The documented feedback loop is a **critical component** of the process.

The meeting was adjourned at 4:48 pm.

Respectfully submitted,

Christy C. Cole  
Secretary

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**UNIVERSITY ASSESSMENT COMMITTEE**  
**February 10, 2000**

MINUTES

PRESENT: B. Bryant (for K. Kier), R. Carpenter, C. Cole, B. Evans, R. Ewing, R. Goldberg, A.K. Hilderbrand, M. Haynes-Spoon, L. Maier, R. Mankey, B. Vivian

ABSENT: K. Condeni, K. Kier, A. Lippert, J. Thieme

CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 4:00 p.m. in conference room 205 of McIntosh Center.

MINUTES: The minutes for the previous meeting were approved.

**COLLEGE REPORTS**

ENG: Dr. Maier reported that the Electrical and Computer Engineering department has continued with preparation for its self-study/ABET accreditation. Upon a review of ABET requirements, the engineering department chairs have three concerns on university-wide course offerings:

<u>ABET Requirement</u>	<u>Possible Solution</u>
To achieve the "broad education necessary to understand the impact of engineering solutions in a global and societal context"	Offer a History of Technology course
To "improve the ability to communicate effectively"	Offer a Technical Writing course
To educate students about effective teamwork	Seeks input from others for a solution

A&S: Dr. Vivian reported that the assessment committee met 2/3 to review the final plans for assessing the general education program. The assessment plan is comprised of a pre- and post-test instrument for skills assessment and a portfolio method for writing. Additionally, each department has completed an assessment plan that addresses the 10 qualitative criteria stipulated in the "Strengths for the 21<sup>st</sup> Century" document.

Dr. Goldberg reminded everyone that all colleges should be making plans to assess their general education programs.

CBA: Professor Ewing reported that the CBA assessment committee met weekly through most of the winter to prepare and discuss the various sections of their self-study. Dr. Farmer (a member of the AACSB review team) visited the college in January. He was very pleased with the progress of the self-study and their assessment program. Based on some of his concerns in his report following his visit, the College of Business Administration intends to reschedule its AACSB accreditation review for the 2001-2002 academic year.

The ETS Business Field Exam and EBS Satisfaction Survey are in the process of being administered to seniors as part of their assessment plan.

LAW: The ABA accreditation site visit is this coming Sunday through Wednesday. Concern areas for the College of Law continues to be placement, admissions and bar results.

PHARMACY: (report submitted to C. Cole by K. Kier 2/9/00) Dr. Goldberg reported for Karen that the college was exploring ways to assess general education.

#### OTHER REPORTS

Ms. Cole is on target to have the new Institutional Research surveys and procedures finalized by the meeting in the spring quarter for approval from the committee. At this time she is reviewing the various objectives that can be measured indirectly from each college. She will attend a meeting with the Student Affairs staff on Tuesday to discuss the same. A challenge area is how to provide value-added results with high response rates. It was the consensus of the group that value-added results were ideal. A suggestion was made to utilize the advisors and/or departments to reach third year students.

Ms. Hildebrand reported that the Placement Office is preparing the follow-up report for the class of 1999 and it should be available in May.

Dean Mankey distributed the 1999-2000 Student Affairs Resource Handbook to committee members.

#### NEW BUSINESS:

Dr. Goldberg mentioned that everyone should be compiling assessment-related materials in one central place (ie. a notebook). This was an item in the minutes from last winter's University Assessment Committee meeting from Dr. Lippert.

Dr. Goldberg reminded everyone to make sure that they are documenting assessment efforts and the feedback loop.

The meeting was adjourned at 4:40 pm.

Respectfully submitted,

Christy C. Cole  
Secretary

## UNIVERSITY ASSESSMENT COMMITTEE

April 26, 2000

### MINUTES

PRESENT: R. Carpenter, C. Cole, B. Evans, R. Ewing, R. Goldberg, A.K. Hilderbrand, K. Kier, A. Lippert, L. Maier, S. Spirer, J. Thieme, B. Vivian

ABSENT: K. Condeni, M. Haynes-Spoon, R. Mankey

CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 2:05 p.m. in conference room 202 of McIntosh Center. Dr. Goldberg welcomed and introduced Miss Stephanie Spirer, the new student representative to the committee and thanked Miss Jennifer Thieme for her service to the committee.

MINUTES: The minutes for the previous meeting were approved.

#### COLLEGE REPORTS

ARTS & SCIENCES: Dr. Vivian reported that the A&S assessment committee is meeting this afternoon at 4:00 to discuss several items including the writing portfolio method and the new NCA assessment implementation levels. In addition she provided a summary of the college's assessment activities for the year. (Report attached).

BUSINESS ADMINISTRATION: Professor Ewing reported that the CBA assessment committee continues to evaluate and build on the comments of the accreditation advisor. The results from the ETS Business Field Exam (administered to 58 seniors as part of their assessment plan) showed that the average score of our seniors falls in the top 14% (86<sup>th</sup> percentile) of the 10,000 business students (representing 244 business schools) that took the exam. That is an improvement from the 70<sup>th</sup> percentile placement last year. When asked by Dr. Lippert for the reasoning behind the improved scores, Professor Ewing stated that the college set out to communicate the importance of the exam to students, conducted help sessions and established a monetary award system for students breaking the 90<sup>th</sup> percentile.

The CBA Advisory Board meets on April 28. Review of the college's mission statement will be an agenda item.

Dr. Goldberg inquired as to the status of their plans to assess general education. Professor Ewing replied that it continues to be an item for discussion.

ENGINEERING: Dr. Maier reported that their advisory board meets on May 5 with a review of the college's mission statement being an agenda item. A summary of their assessment activities is also attached. Dr. Goldberg again inquired as to the status of assessing the general education program and stressed the need for immediate attention in this area.

PHARMACY: Dr. Kier reported that the college continues to work on curricular assessment utilizing data obtained from the modules' weekly focus groups and nominal groupings. Although the nominal groupings are well documented, it continues to be a struggle to document the weekly focus groups conducted by the instructors.

74 students recently took and passed the Board exam with a score of 75% or higher as part of their capstone experience. The exam is a 2-hour proctored web exam.

As part of their advisory board meeting on May 12, the capstone students will also take part in a poster session and nominal groupings led by teams of advisory board members to assess the curriculum. The schedule for the day is as follows:

- 11:00 posters displayed
- 12:00 lunch
- 1-3:00 nominal groupings
- 3:00 advisory board to discuss findings from nominal groupings

When asked about their general education assessment plans, Dr. Kier reported on the method that is being discussed. Students will be randomly selected to participate in a portfolio review by faculty. Portfolios will be scored to identify weaknesses and strengths. The method has not been voted on or approved by the college as yet.

LAW: Dr. Evans reported that the Bar Pass Committee is currently acting as the college's assessment committee and distributed the ONU Bar Review schedule for the third year students and their assessment plan from summer 1999. Dr. Goldberg mentioned that their needs to be student involvement on the Bar Pass committee if there is not already.

#### OTHER REPORTS

Ms. Cole announced that ONU freshman would participate in the national Freshman Survey (conducted by HERI/CIRP out of UCLA). It will be distributed during freshman orientation this summer.

An area of concern continues to be low participation and negative feedback by students and faculty concerning assessment activities, such as surveys conducted by Institutional Research. Response rates for the 3<sup>rd</sup> Year Student Survey are very low. Ms. Cole will coordinate with the deans from each individual college to improve upon this. Miss Thieme reported that students are just not aware of what the surveys are and why they need to fill them out. She suggested that we plan highly visible promotional events around the assessment activities to try to increase student and faculty awareness. Ms. Cole will work on a plan to facilitate all of the ideas generated. Dr. Kier also suggested trying alternate methods to supplement the survey information.

Ms. Hildebrand reported that the Placement Office is preparing the follow-up report for the class of 1999 and it should be available in May. She also requested a paragraph or two from each college that she could use in "recruit the recruiter" letters.

Dr. Lippert reviewed the material from NCA concerning the three levels of implementation of assessment activities and urged the colleges to review these. At a recent NCA meeting, it was recommended that all institutions strive to be at level three and those falling below a level three could possibly be a candidate for a focused visit.

She also distributed material concerning NCA's newly unveiled alternative accrediting plan (AQIP). This new process is based on continuing evaluations of an institution's progress towards goals it helps set. "The processes used in AQIP will not measure an institution's internal systems against some absolute set of minimum standards that all institutions must imitate. Instead AQIP will rigorously analyze each system in light of its contribution in helping the institution achieve its unique mission and goals." (Attached)

Information was also distributed on the APQC Education Initiative. (Attached)

Dr. Lippert explained that she views these changes as good and putting learning at the core of everyone's missions and that it not only pertains to academic learning but the out-of-classroom components of learning as well.

Additional comments were made by Dr. Maier and others concerning benchmarking learning outcomes that are not directly measurable. The idea of each college forming collaborations with similar colleges to obtain such data was discussed.

The meeting was adjourned at 3:30 pm.

Respectfully submitted,

Christy C. Cole  
Secretary

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