

UNIVERSITY ASSESSMENT COMMITTEE
October 26, 2000

MINUTES

PRESENT: R. Carpenter, C. Cole, B. Evans, R. Goldberg, M. Govekar, A.K. Hilderbrand, K. Knecht, A. Lippert, L. Maier, S. Spirer, S. Spirer, 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 4:05 p.m. in conference room 205 of McIntosh Center. Dr. Goldberg welcomed and introduced Kathy Knecht and Michele Govekar, new faculty representatives 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 has not met yet, but did report on the results from the General Education Test that was administered to first year students. The students had an average score of 26 out of 60. The portfolio method will begin this fall. (Report attached).

BUSINESS ADMINISTRATION: Dr. Govekar reported on several activities that the CBA has completed. The focus groups conducted by the committee, the dean's office and the CBA Advisory Board are completed and five key results emerged:

1. Students must be proficient in interpersonal skills.
2. Students enter careers with little understanding of the commitment needed for career success.
3. Teams are critical in business today and they must become critical in education.
4. Internships add dual value-- the opportunity to try candidates and the chance to prepare and understand workplace realities.
5. Opportunities for cultural awareness and openness to diversity need to occur as much as possible.

The committee has chosen to utilize the ETS general education assessment instrument with more details forthcoming.

A complete report of other activities is attached.

A request from the college to conduct regular evaluations of the dean was directed to the faculty Personnel Committee.

ENGINEERING: Dr. Maier reported on several assessment activities occurring because of the ABET visit concerning the accreditation of the computer engineering program. (Report attached)

PHARMACY: Dr. Knecht reported that the college faculty voted to encourage institutional participation in NCA's pilot alternative assessment program, AQIP. (Report attached)

LAW: Dr. Evans reported that the Bar Pass Committee continues to act as the college's assessment committee. A report is attached.

OTHER REPORTS

REGISTRAR'S OFFICE: Data from the NSL-Enrollment Research program was provided.

STUDENT DEVELOPMENT: The Career Services to Employers brochure was distributed to everyone.

STUDENT SENATE: Members of the Academic Affairs Committee of Student Senate met with Institutional Research to discuss ways to improve communication and response rates on the student surveys. The Senate will work in conjunction with the Office of Institutional Research to conduct an assessment week the first week in January.

INSTITUTIONAL RESEARCH: Law Assessment week is taking place the first week in November. First and Third Year law students that return their survey will be entered into a drawing for a \$50 gift certificate to the bookstore. As mentioned by Miss Spier, Student Senate is going to help coordinate an assessment week event the first week in January.

A set of proposed questions drafted for the Nonreturning Student Survey will be distributed for comments and approval in the next few weeks. The format of the survey is similar to ACT's withdrawing student questionnaire.

2000-01 ASSESSMENT PLAN UPDATES

A plan was distributed by Institutional Research to update the University Assessment Plan by June 2001. Additionally two committees will be formed by the UAC to explore NCA's alternative accreditation model and to develop an assessment plan for the non-instructional programs of the University. Based on the plans, Dr. Goldberg noted that an additional UAC meeting is expected in spring quarter.

The meeting was adjourned at 4:50 pm.

Respectfully submitted,
Christy C. Cole
Secretary

UNIVERSITY ASSESSMENT COMMITTEE
February 8, 2001

MINUTES

PRESENT: C. Cole, B. Evans, R. Goldberg, M. Govekar, K. Knecht, A. Lippert, L. Maier, S. Spirer, B. Vivian, R. Mankey

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

CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 4:05 p.m. in conference room 205 of McIntosh Center.

MINUTES: The minutes for the previous meeting were approved.

COLLEGE REPORTS

ARTS & SCIENCES: Report attached.

BUSINESS ADMINISTRATION: Report attached. Questions arose concerning the cross-cultural adaptability inventory and the ETS General education assessment. Dr. Govekar will inquire as to the cost and when they will be administered. The committee requested to also see a copy of the instruments.

ENGINEERING: Report attached. During Dr. Maier's report, a suggestion was made by Dr. Lippert to work with Dr. Iseman and the Public Relations students to create an "awareness campaign".

PHARMACY: Minutes from last meeting attached.

LAW: A committee is being formed by Dean Crago comprising the associate deans and other key staff to explore how they obtain students, what they gain here and placement statistics.

OTHER REPORTS

STUDENT SENATE: Members of the Academic Affairs Committee of Student Senate continue to work with Institutional Research to discuss ways to improve communication and response rates on the student surveys.

INSTITUTIONAL RESEARCH: Mrs. Cole updated the committee on the project to update the University Assessment Plan and the exploration of the AQIP model. Additionally, the Committee for Non-instructional Program Assessment has been selected and will be meeting in March.

Based on the above activities, Dr. Goldberg noted again that an additional UAC meeting is expected in spring quarter.

The meeting was adjourned at 4:35 pm.

Respectfully submitted,
Christy C. Cole
Secretary

UNIVERSITY ASSESSMENT COMMITTEE
April 12, 2001

MINUTES

PRESENT: C. Cole, R. Goldberg, M. Govekar, M. Haynes-Spoon, K. Knecht, A. Lippert, L. Maier, T. Mallard, B. Vivian, R. Mankey

ABSENT: R. Carpenter, K. Condeni, B. Evans, A. Hilderbrand

CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 4:05 p.m. in conference room 205 of McIntosh Center.

MINUTES: The minutes for the previous meeting were approved.

COLLEGE REPORTS:

ARTS & SCIENCES: Report attached. Based upon the report that several participating students in the writing portfolio assessment project have not had writing assignments in their general education classes, Dr. Lippert noted the A&S Assessment Committee's obligation to determine the validity of the claim and to determine if a writing component in general education classes is absent. It is the A&S Assessment Committee's responsibility to ensure that the general education program is providing adequate instruction and opportunities for writing assignments in accordance with the objectives of the general education program.

Dr. Vivian reported that the concern was noted at the time of the report and that it was unclear at this time if the claim was valid. Ms. Cole also reported that the general education survey is being modified to include an assessment of reading as well as other basic skill development taking place in the general education classes.

BUSINESS ADMINISTRATION: Report attached. Based upon the report, a question arose concerning the low comparison with benchmarks for the "overall value for the money" question from the EBI Satisfaction Instrument. Ms. Cole asked if a comparison of tuition and financial aid had been conducted for the benchmark institutions. Dr. Govekar will provide Ms. Cole with a list of the benchmark institutions and such a comparison will be conducted utilizing IPEDS data and the Peer Analysis program on the NCES web site.

ENGINEERING: Report attached. After Dr. Maier's report, Dr. Lippert commented on the last item of the report concerning the institutional component to assess general education objectives. Dr. Lippert noted that the Engineering College needs to determine the "general education" objectives and outcomes of engineering students. The Office of Institutional Research can be utilized to assist in the measurement of the objectives or administration of the plan, but the objectives should be developed by the engineering faculty and should be independent of the other undergraduate colleges. Therefore, making comparisons across the undergraduate colleges is not the most sensible approach. Rather, the development of benchmark institutions and comparisons was suggested.

PHARMACY: Report attached.

OTHER REPORTS

STUDENT SENATE: The Academic Affairs Committee of Student Senate reiterated their desire to have their student representatives to Senate sit on the college assessment committees and advisory committees. This would be in addition to the current student representatives on the

committees. They were instructed to inquire of the deans and committee chairs of the individual colleges.

CENTER FOR TEACHER EDUCATION: The results reported to the state and AICUO for the Praxis II looked good. Dean Mankey reported that a recent newspaper article did not share the same results and will contact Dr. Haynes with the source.

INSTITUTIONAL RESEARCH: Mrs. Cole updated the committee on the continuing project to update the University Assessment Plan and the activities of the Committee for Non-instructional Program Assessment.

A survey of the Higher Learning Commission's (NCA) newly revised Levels of Implementation will be completed during the week of April 23 by deans, UAC committee members, college department chairs and college assessment committee members. The survey will ask the respondents to rate the level of implementation of various factors concerning assessment in their specific department, college and the University overall. Based on the responses, the University Assessment Committee will draft charges to itself and to the college assessment committees to set objectives and action plans to increase the assessment levels.

THE HIGHER LEARNING COMMISSION- NCA MEETING:

DR. GOLDBERG: Dr. Goldberg commented on the increased emphasis and acceptance of assessment as "institutional culture", the increased attendance and participation of faculty in the assessment process and at the meeting, and the emphasis placed on "continuous improvement of student learning".

MS. COLE: The meeting affirmed the plans that are underway to develop a common "skeleton" for all assessment plans and have the Office of Institutional Research provide support to all academic departments in the development of a continuous assessment program and to the University in the overall assessment program.

DR. LIPPERT: Dr. Lippert mentioned the Higher Learning Commission's collaborative venture with AAHE and the AAHE web site as a resource for "best practices" in assessment. She suggested the possible formation of a team for the next round of workshops.

Also, she reported that she will be working with the administration to form the self-study committee later this summer and that she would like to begin the process sometime in the fall. The committee will be able to utilize the work of several existing planning documents on campus: master plan, marketing plan, task force on health care, purchasing, etc. Strength for the 21st Century, KPMG technology report, etc.

She reviewed the existing accreditation criteria and noted that a possible review and revision to the mission statement of the University may be necessary.

Dr. Goldberg reminded the committee that an additional UAC meeting is expected in spring quarter. Since the meeting, the meeting has been scheduled for Thursday, May 10 at 4:00pm in McIntosh Room 205. An agenda will be distributed at a later date.

The meeting was adjourned at 5:15 pm.

Respectfully submitted, Christy C. Cole, Secretary

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UNIVERSITY ASSESSMENT COMMITTEE
May 10, 2001

MINUTES

PRESENT: R. Carpenter, C. Cole, K. Condeni, B. Evans, B. Farbrother (for L. Maier), R. Goldberg, M. Govekar, K. Knecht, A. Lippert, T. Mallard, B. Vivian
ABSENT: M. Haynes-Spoon, A. Hilderbrand, 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.

MINUTES: The minutes for the previous meeting were approved. Comments were made by Dean Farbrother concerning the portion of the minutes concerning the discussion of institution-wide general education requirements/outcomes and the comments made by Dr. Lippert stating "that the Engineering College needs to determine the general education objectives and outcomes of engineering students...the objectives should be developed by the engineering faculty and should be independent of the other undergraduate colleges." Dean Farbrother's concerns are that the University needs to develop a measurable set of objectives based on the mission statement that all colleges and the University could use. Dr. Lippert noted that there has been some initial discussion that the current mission statement may need to be revised or changed and if that occurs it will be a part of the upcoming self-study process beginning this summer. Ms. Cole added that there are some preliminary plans for the University's strategic plan to be revisited as well by the President and if so, it will also provide measurable objectives and indicators that can be used to evaluate and assess educational outcomes and other strategic objectives. Ms. Cole expressed that until the University community adopts a different mission statement/strategic plan, we must use the current ones. Dean Farbrother added that if there is a revision of the existing mission or the adoption of a new mission statement it must include participation by all faculty. Everyone agreed.

Additionally, Ms. Cole will provide resources for Dean Farbrother including the other colleges' assessment plans concerning general education objectives, the 94-95 University Assessment Plan and a copy of the NCA evaluator comments.

2000-01 ASSESSMENT PLAN UPDATES: Ms. Cole distributed the schedule to update the University Assessment Plan and other immediate assessment activities.

NEW BUSINESS:

- a. Assessment of Student Academic Achievement: Levels of Implementation-
Ms. Cole presented the preliminary findings of the Levels of Implementation tool (copies attached). A complete report will be prepared and distributed this summer as soon as all responses are received. Ms. Cole made a motion that once the final report is presented, that each of the five college assessment committees and the University Assessment Committee develop action plans to address the findings and move the University toward realization of Level Three by the end of winter quarter 2001-02. The motion was seconded by Bill Evans and passed.

COLLEGE REPORTS:

ARTS & SCIENCES: No report.

BUSINESS ADMINISTRATION: Report attached.

LAW: No report

ENGINEERING: Dean Farbrother noted that a replacement needs to be found for Dr. Maier's 2001-02 position on the University Assessment Committee.

PHARMACY: Report attached.

OTHER REPORTS

STUDENT SENATE: Ms. Mallard distributed a list of Student Senate representatives to each college representative. Dean Farbrother inquired as to the reason for the interest expressed by Senate to have members on the college assessment activities. Ms. Mallard and Dr. Goldberg both expressed the importance of including students in the assessment process.

ADMISSIONS: Ms. Condeni noted that the entering 01-02 freshman class was of high academic quality and may just be one of our highest. She also commented that the University will continue to use the ACT score as a basis for admissions to ONU.

Dean Farbrother commented on the possibility of implementing a forward-looking perspective at the student entrance level with a pre-test to determine suitability for specific disciplines.

DR. LIPPERT: The committee was informed of plans for five University personnel to attend the AAHE Assessment Conference in Denver, CO from June 23-27. Currently those who will attend are: Dr. Lippert, Ms. Cole, Dr. Linda Young, Dr. Ellen Wilson and Mary Drzycimski-Finn.

The meeting was adjourned.

Respectfully submitted, Christy C. Cole, Secretary

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