

UNIVERSITY ASSESSMENT COMMITTEE
September 19, 2001

MINUTES

PRESENT: R. Carpenter, J. Christoff, C. Cole, K. Condeni, R. Goldberg, M. Govekar, A. Hilderbrand, J. Hurtig, K. Knecht, A. Lippert, T. Mallard, R. Mankey, B. Vivian
ABSENT: M. Haynes-Spoon

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 8:35 a.m. in conference room 203 of McIntosh Center.

2. MINUTES: Motion by Dr. Govekar to approve minutes from the May 10, 2001 meeting. Seconded by Dr. Vivian. Approved.

3. COLLEGE REPORTS:

- a. ARTS & SCIENCES: Report attached. No further discussion.
- b. BUSINESS ADMINISTRATION: Report attached. At the request of Dr. Lippert, Dr. Govekar elaborated on the CCAI (Cross Cultural Adaptability Inventory). The CCAI self-assessment, a test from NCS Assessments, can be used to help individuals or institutions uncover their current strengths and weaknesses within four critical skill areas (emotional resilience, flexibility/openness, perceptual acuity, personal autonomy) important for effective cross-cultural communication and interaction. It can help provide insight into an individual's ability to adapt to new situations, interact with people different from oneself, tolerate ambiguity, and maintain a sense of self in new or different surroundings.

The inventory is used in the CBA as a self-assessment tool given to freshmen and again to seniors. This year for the first time, Dr. Govekar will lead the freshmen in developing a personal plan 2 weeks after they have taken the assessment utilizing the "guideline project book" provided by NCS.

The CCAI assessment is tied directly to the global awareness and active learning portions of the College of Business Administration's mission.
- c. ENGINEERING: Report attached. No further discussion
- d. PHARMACY: Report attached. Regarding the plans to evaluate course objectives with regard to desired outcomes, Mrs. Cole mentioned that she has just developed an instrument that will evaluate the general education courses (mostly within the College of Arts and Sciences). It will most likely be applicable to the general education objectives of all of the undergraduate colleges. A copy of the General Education Inventory is attached.

Dr. Lippert again reminded everyone that each college is responsible for its own unique general education objectives and the assessments of its progress towards each objective.
- e. LAW: Report attached. Dr. Goldberg reminded Dr. Christoff that as they structure their committee, it is important to include students.

4. OTHER REPORTS:

- a. STUDENT AFFAIRS: Dean Mankey will attend a CASS conference at the end of the month (travel permitting) focusing on assessment in Student Affairs.
- b. REGISTRAR'S OFFICE: Mr. Carpenter reported that starting with registration for winter quarter, course prerequisites would be enforced electronically in Banner.
- c. ADMISSIONS/FINANCIAL AID: The Admissions Office continues to assess candidates for admission based on ACT scores and high school GPA and rank. A study is being undertaken in conjunction with the Office of Institutional Research that will analyze indicators of success for "transitional students". Mrs. Cole stated that the first step will be to identify these students in Banner. Each college is requested to provide lists for previous years of transitional students to the Office of Institutional Research.
- d. STUDENT DEVELOPMENT: Mrs. Hilderbrand distributed a comparative study of official University placement rates.
- e. STUDENT REPRESENTATION: No report. Dr. Goldberg again stressed the need for increased awareness for students.
- f. ACADEMIC AFFAIRS: Dr. Lippert mentioned the new initiative in the College of Pharmacy to use diagnostic tools to assess special need students, most specifically in the skills areas of mathematics and English (reading, writing, and speaking). Tutoring sessions and interventions with the Communication Skills Center are being planned to assist students that demonstrate a special need.

5. NEW BUSINESS:

a. CONTINUOUS IMPROVEMENT OF STUDENT ACADEMIC ACHIEVEMENT:

- i. Continuous Improvement Schedule- Mrs. Cole distributed and reviewed the schedule to incorporate the Continuous Improvement comprehensive framework for all academic and other specified non-academic units (student affairs, study abroad, athletics, etc.). The goal is to have everything ready for approval by the University Assessment Committee the last week of spring quarter.
- ii. Levels of Implementation Review- Mrs. Cole distributed and reviewed the final report of the Levels of Implementation review.
- iii. Assignments were given to each college assessment committee to develop action plans for all patterns of characteristics that are rated below the goal level as indicated on the matrix provided. The University Assessment Committee itself will meet again this quarter to brainstorm concerning areas of weaknesses identified for the University.

6. ADJORNMENT: The meeting was adjourned at 9:45 a.m.

UNIVERSITY ASSESSMENT COMMITTEE
November 7, 2001

MINUTES

PRESENT: C. Cole, K. Condeni, R. Goldberg, M. Govekar, T. Kier, M. Haynes-Spoon, A. Hilderbrand, J. Hurtig, K. Knecht, A. Lippert, R. Mankey, B. Vivian
ABSENT: R. Carpenter, J. Christoff, T. Mallard

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 8:30 a.m. in conference room 202 of McIntosh Center.
2. MINUTES: Motion to approve minutes from the September 19, 2001 meeting. Seconded and approved.
3. COLLEGE REPORTS:
 - a. ARTS & SCIENCES: Has not met yet, but work continues on the updating of continuous improvement programs at the department level.
 - b. BUSINESS ADMINISTRATION: Report attached.
 - c. ENGINEERING: Report listing newly composed general education objectives and possible assessment methods attached.
 - d. PHARMACY: Report attached.
4. OTHER REPORTS:
 - a. STUDENT AFFAIRS: Dean Mankey suggested that there be central place that recorded the various instruments that are used. Ms. Cole indicated that that would be done as all continuous improvement plans are updated and housed in Institutional Research.
 - b. IUPUI ASSESSMENT INSTITUTE UPDATE: Dr. Goldberg and Dr. Kier (Pharmacy) attended the Assessment Institute and reported on various presentations attended including ones on general education and ones by various presenters such as Dr.'s Ewell, Angelo and Banta.
5. NEW BUSINESS:
 - a. CONTINUOUS IMPROVEMENT OF STUDENT ACADEMIC ACHIEVEMENT:
 - i. Action Plans: Several areas and new initiatives were discussed for moving the University overall to higher levels on the Implementation grid tool. The brainstorming will continue at the next UAC meeting during winter quarter.
6. ADJORNMENT: The meeting was adjourned at 9:45 a.m.

UNIVERSITY ASSESSMENT COMMITTEE
February 6, 2002

MINUTES

PRESENT: R. Carpenter, J. Christoff, C. Cole, K. Condeni, R. Goldberg, M. Govekar, T. Kier, M. Haynes-Spoon, A. Hilderbrand, J. Hurtig, K. Knecht, A. Lippert, T. Mallard, R. Mankey, B. Vivian

ABSENT:

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 8:35 a.m. in conference room 205 of McIntosh Center.
2. MINUTES: Minutes from the previous meeting on November 10, 2001 were approved.
3. COLLEGE REPORTS:
 - a. ARTS & SCIENCES: Met last in November (report attached) and will meet next week. Ms. Drzycimski-Finn, Writing Portfolio Coordinator, is seeking options to solve her storage space of electronic documents. She was asked to contact Mr. Beer, Academic Computer Services, and Mr. Rieman, Communication Services for advise. Another possibility would be to consider using CDs.
 - b. BUSINESS ADMINISTRATION: Report attached. Dr. Lippert mentioned the importance and necessity of allocating funds from the individual college budgets to pay for assessment activities.
 - c. ENGINEERING: Report attached. Ms. Cole reported that she would be able to provide some NSSE comparisons for engineering and could possibly for Business Administration and Arts and Sciences. They would be norms from the 2000 report.
 - d. PHARMACY: Report attached.
 - e. LAW: Law has drafted an assessment plan based on a model used by Capital University that was accepted by the Higher Learning Commission (NCA).
4. OTHER REPORTS:
 - a. CENTER FOR TEACHER EDUCATION: Dr. Haynes-Spoon reported that both visits from the Higher Learning Commission and the Ohio Board of Regents went well and both teams have recommended approval for the program pending the University's responses concerning additional documentation requested. The Higher Learning Commission is requiring additional documentation that the proposed learning objectives are in a performance form. Additionally, they were explicit in stating that the feedback loop and documentation of changes made based on assessment are evident by the 2004-05 visit for the University's continuing accreditation visit.
 - b. INSTITUTIONAL RESEARCH: Ms. Cole reported on the success of the first student assessment event in January. Over 100 students became involved and were present for a student forum where a video was viewed that highlighted student and staff perceptions of assessment.

Colleges were asked to review the NSSE report distributed last week to look for areas in which interventions could take place to improve student learning. Weaknesses with corresponding variable data will be identified and discussed at the next University Assessment Committee meeting. Additional copies of the report will be made available. Contact the IR office for more copies.

Focus groups are being conducted this quarter with the undergraduate colleges to provide supplementary data to the outcomes surveys conducted by the IR office (first-year, third year, graduate and alumni).
 - c. ADMISSIONS/FINANCIAL AID: Dean Condeni commented that student recruitment is able last year. Her office will be working with the individual colleges to develop strategic enrollment plans that address not only enrollment but will include profile and diversity goals. There will also be a presentation by ACT on their Enrollment Information System

next week. If purchased, this product will allow the Admissions Office to focus their recruitment strategies in specific areas for specific types of students.

- d. **STUDENT DEVELOPMENT:** Ms. Hilderbrand reported that placement rates are on target for the May 2001 class. Due to the economy, there is concern over what the placement rates for May 2002 will be. 57 students are traveling today to Ashland for a regional career fair. Education Expo will be held on April 10 with over 120 school systems already registered for the event. A new career fair event is being planned in conjunction with Lima Technical College for criminal justice majors. Over 5000 prospective employers have been invited.
- e. **STUDENT AFFAIRS:** Dean Mankey attended a Student Affairs Assessment Conference in September. Additionally Mr. Light, Director of Residence Life, as part of his graduate work is doing a practicum in the Student Affairs office and working with other staff members on assessment.
- f. **STUDENT SENATE:** Ms. Mallard again requested that Student Senate representatives from the colleges become members of the college assessment committees. Reaction was positive, but UAC representatives from the colleges are to take the request back to their college assessment committees and provide an immediate response to Ms. Mallard or the new Senate officers.

5. **OLD BUSINESS:**

- a. **CONTINUOUS IMPROVEMENT OF STUDENT ACADEMIC ACHIEVEMENT:**
 - i. **Action Plans:** The group continued to brainstorm on action plans based on the weaknesses identified by the Levels of Implementation assessment tool. Ms. Cole will draft action plans for the group to review at the next Assessment Committee meeting.
- b. Colleges are reminded that action plans from their college are due to the Office of Institutional Research by February 22, 2002.

6. **NEW BUSINESS:** Dr. Lippert mentioned the study conducted by the Office of Institutional Research that compared various characteristics of the Arts and Sciences transitional students. The most significant finding was the correlation between the ACT English scores and one-year persistence. Various options including additional remediation were mentioned to try to improve the student's chance of persisting to their second year.

7. **ADJORNMENT:** The meeting was adjourned at 9:30 a.m.

UNIVERSITY ASSESSMENT COMMITTEE

April 5, 2002

MINUTES

PRESENT: K. Bell, R. Carpenter, C. Cole, R. Ewing (for M. Govekar), R. Goldberg, M. Haynes-Spoon, A. Hilderbrand, R. Hovis, K. Knecht, L. Laird (for J. Hurtig), A. Lippert, B. Vivian

ABSENT: J. Christoff, K. Condeni, R. Mankey

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 9:00 a.m. in conference room 205 of McIntosh Center. Kristin Bell, the new student representative from Student Senate was introduced.
2. MINUTES: Minutes from the previous meeting on February 6, 2002 were approved.
3. COLLEGE REPORTS:
 - a. ARTS & SCIENCES: Report attached.
 - b. BUSINESS ADMINISTRATION: Report attached.
 - c. ENGINEERING: Report attached.
 - d. PHARMACY: Report attached.
 - e. LAW: No report.
4. OTHER REPORTS:
 - a. STUDENT DEVELOPMENT: Ms. Hilderbrand reported that the Follow-up Study for the Class of 2001 is in process and should be completed in mid-May. The Student Development office is participating in a National Benchmarking Study that will provide both quantitative and qualitative data and national benchmarking data.
 - b. STUDENT SENATE: Ms. Bell reported that there continues to be concern regarding the instructor evaluation content and process by the students especially in the College of Arts and Sciences. Representatives from Student Senate will work with Institutional Research and the college to possibly modify the entire evaluation process.
 - c. ACADEMIC AFFAIRS: Dr. Lippert, Dr. Goldberg, and Dr. Hovis reported on their experiences at The Higher Learning Commission's (THLC) Annual Meeting. Dr. Goldberg mentioned that he is continuing to form an increasingly positive opinion of our assessment plans if we are able to communicate appropriately what we are doing. He reminded the committee that the self-study and site-visit by THLC will encompass all aspects of the University including non-academics.

Dr. Hovis plans on taking the summer to read and comprehend the process in preparation for beginning to work on the self-study.

Dr. Lippert will work with Dr. Goldberg and Dr. Hovis to select members for the self-study committees. The anticipation is that some of these individuals would attend the meeting and self-study workshop next April. She reviewed THLC's new criteria that were distributed at the meeting in the March 2002 Addendum and some of the newly proposed operational indicators and expressed her concern over some of the financial indicators and the lack of inclusion for first-professional programs. She also briefly commented on the importance of assessing our distance-learning programs and other academic programs such as the Lima Central Catholic program for high school students.
 - d. INSTITUTIONAL RESEARCH: Ms. Cole reported that the Action Plans pertaining to the Self-Assessment have been completed with the exception of Arts and Sciences which will be completed in the next few weeks.

Some of the less than desirable findings from the Special Analysis of NSSE data were discussed including diversity, the freshman experience, and technology. These issues will be further explored with the internal General Education Inventory report, the Outcomes Studies of First and Third Year students and the Your First College Year Survey. More discussion will take place beginning in the fall.

5. OLD BUSINESS:

- a. CONTINUOUS IMPROVEMENT OF STUDENT ACADEMIC ACHIEVEMENT:
 - i. Continuous Improvement documents are still in progress for all academic areas of the University. It is hoped that work will be completed by the end of the quarter in time for our last meeting.
 - ii. A complete copy of the Action Plans based on the Levels of Implementation self-assessment instrument should be completed and distributed to everyone by the end of the summer.

6. NEW BUSINESS: A meeting was scheduled to review the Continuous Improvement documentation for May 24 at 10:00 with lunch provided by Dr. Lippert after the meeting.

7. ADJORNMENT: The meeting was adjourned at 10:00 a.m.

POST MEETING NOTE: The May 24 meeting was cancelled. The next meeting will be in fall quarter of 2002-03.