

UNIVERSITY ASSESSMENT COMMITTEE
October 8, 2004

MINUTES

PRESENT: Carpenter, R., Cole, C., Condeni, K., Goldberg, R., Hovis, R., Hurtig, J., Lewis, D., Light, M., Lippert, A., Kier, T., Meininger, R. (for Govekar, M.), Roepke, T., Vivian, B., Wells, M. (for Christoff, J.)

ABSENT: Christoff, J., Govekar, M., Hilderbrand, A.

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg at 10:02 a.m. in the Wishing Well of McIntosh Center.
2. MINUTES: Minutes from the May 12, 2004 meeting were approved.
3. COLLEGE REPORTS:
 - a) Arts and Sciences: See attached report.
 - b) Business Administration: See attached report.
 - c) Engineering: See attached report.
 - d) Pharmacy: See attached report.
 - e) Law: See attached report.
4. OTHER REPORTS:
 - a) Admissions: Dean Condeni reported that the University's earlier decision to require the completion of the writing portions of the ACT and SAT instruments may be reconsidered. Many other institutions are doing the same.
 - b) Student Affairs: Unit strategic plans are being reviewed by the Student Affairs staff.
 - c) Center for Teacher Education: Preparations are underway for the upcoming NCATE evaluation and visit this year.
5. UNFINISHED BUSINESS:
 - a) University-based Assessment: Mrs. Cole distributed and briefly reviewed a PowerPoint presentation (attached) describing the assessment practices at ONU. This presentation has been given at numerous department meetings throughout fall quarter. Annual continuous improvement progress reports based on the University's general learning outcomes were distributed and reviewed (attached) for three measures: standardized test scores, placement rates, and the NSSE survey. These findings further illustrate a need for a strong direct measure to assess the general learning of ONU students.
 - b) The Higher Learning Commission Visit: The team has requested a meeting with the UAC on Monday, October 18 at 1 p.m. in the Dicke Exchange Room (Dicke 115). All members are encouraged to attend.
6. NEXT MEETING: The next meeting will be scheduled for the end of fall quarter and as schedules permit.
7. ADJOURNMENT: The meeting was adjourned at 10:40 a.m.

UNIVERSITY ASSESSMENT COMMITTEE
October 29, 2004

MINUTES

PRESENT: Carpenter, R., Cole, C., Ewing, R. (for Govekar, M.), Farbrother, B. (for Hurtig, J.), Goldberg, R., Kier, T., Light, M., Lippert, A., Roepke, T., Vivian, B., Wells, M. (for Christoff, J.)
ABSENT: Christoff, J., Condeni, K, Govekar, M., Hilderbrand, A., Hurtig, J., Lewis, D.

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg at 10:00 a.m. in Room 115 of Dicke Hall.
2. MINUTES: Minutes from the October 8, 2004 meeting were approved.
3. COLLEGE REPORTS:
 - a) Arts and Sciences: No meeting since last meeting.
 - b) Business Administration: See attached report. Article was distributed
 - c) Engineering: No college meeting since last meeting. Assessment efforts are ongoing. Student representatives have been selected. Three surveys are currently being administered.
 - d) Pharmacy: See attached report.
 - e) Law: No report.
4. OTHER REPORTS:
 - a) Center for Teacher Education: Preliminary results are being reviewed from the Graduate Survey. The Teacher Education Advisory Committee (including members from area schools) is beginning to meet again. The faculty performance evaluation process is being reviewed.
5. UNFINISHED BUSINESS:
 - a) THLC Evaluation Team Visit: Dr. Lippert reported on the recommendations discussed within the exit interview by the evaluation team. The team plans to recommend in its report to THLC that the University be scheduled for our next comprehensive evaluation in ten years and that a progress report on assessment be submitted to the Commission in 2008. However, there are several steps in the recommendation/review process including an independent review by a Readers' Panel. Assuming the readers agree with the findings of the evaluation team, the recommendations will be forwarded to the Institutional Action Council (IAC) and the Commission Board for final action. If there is disagreement on the part of the Panel, materials and recommendations will be sent to a review committee, then the IAC, then the Board for final approval. Other items for consideration based on feedback from the evaluation team are a common core, the role and authority of the University Assessment Committee, and the number of graduate outcomes as they pertain to general education.
6. NEW BUSINESS: Winter quarter schedules will be requested to facilitate the scheduling of the winter quarter meeting.
7. ADJOURNMENT: The meeting was adjourned at 11:00 a.m.

UNIVERSITY ASSESSMENT COMMITTEE
December 17, 2004

MINUTES

PRESENT: Christoff, J., Cole, C., Condeni, K, Goldberg, R., Govekar, M., Kier, T., Light, M., Lippert, A., Roepke, T., Vivian, B.,
ABSENT: Carpenter, R., Hilderbrand, A., Hurtig, J., Lewis, D.

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg at 8:05 a.m. in Room 115 of Dicke Hall.
2. MINUTES: Minutes from the October 29, 2004 meeting were approved.
3. NEW BUSINESS: Dr. Goldberg explained the purpose of the meeting was to begin the process of responding to The Higher Learning Commission draft report commentary on assessment at ONU.
 - a. Christy Cole reviewed the comments of the evaluation team, explaining the difference between the “Assurance” and “Advancement” sections of the report. She noted that the “structure and authority” of the UAC and college assessment committees were clearly set forth in Appendix 23 of the Faculty Handbook, but had not been fully exercised. A handout was provided which highlighted the team’s comments, both positive and negative, on the assessment material contained in the Self-Study and the team’s observations during the visit. Adoption of the general learning outcomes and selected college/department assessment practices were praised as well as the continuous improvement model and ACIPR structure. However, much work is necessary in the general education assessment area as well as demonstration of the collection, analysis, and use of direct measurement assessment data. In summary, the team laid out six areas that the University must address in the Progress Report which is to be submitted to the Commission by April 30, 2008.
 - b. There was open discussion concerning the nine general learning goals/outcomes previously adopted and means to measure student achievement of these outcomes. The consensus of the committee was to consider reorganizing the nine GLOs into separate categories based on general education objectives, major/program objectives, overall objectives.
 - c. The action follow-up timetable on the hand-out was reviewed. The college committees will be working with Christy Cole as needed after the break to advance work in the several areas cited by THLC.
4. Other items: The next meeting of the UAC will likely be in early February*.
5. ADJORNMENT: The meeting was adjourned at 11:00 a.m.

*The next UAC meeting has been scheduled for Friday, February 18 at 8:00 a.m. in Dicke 115.

UNIVERSITY ASSESSMENT COMMITTEE
February 18, 2005

MINUTES

PRESENT: Carpenter, R., Christoff, J., Cole, C., Goldberg, R., Hurtig, J., Kier, T., Lippert, A., Meininger, R. (for Govekar, M.), Roepke, T.

ABSENT: Condeni, K., Govekar, M., Hilderbrand, A., Lewis, D., Light, M., Vivian, B.

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg at 8:03 a.m. in Room 115 of Dicke Hall.

2. MINUTES: Minutes from the December 17, 2004 meeting were approved.

3. REPORTS:

A. Business Administration: See attached report from Dr. Govekar.

B. Engineering: The FE (Fundamentals of Engineering) Exam will be hosted at ONU this spring.

C. Pharmacy: The college curriculum committee is currently reviewing general education requirements for pharmacy students.

D. Law: The college committee in the Law school has been restructured to include additional faculty, staff, and student members.

E. Arts and Sciences: Meetings between Mrs. Cole, the Dean, and department chairs have been occurring since January to review departmental assessment plans. Assessment plans for each department will be revised by the end of spring quarter. Plans will include at least one primary direct measurement of student learning.

4. OTHER REPORTS:

A. CENTER FOR TEACHER EDUCATION: The Center has completed its assessment plan (dated 2/10/05) for NCATE. It is currently sharing its plan with all constituencies. Department members and Mrs. Cole are planning to attend an assessment conference sponsored by the Ohio Department of Education in March.

5. UNFINISHED BUSINESS:

A. UNIVERSITY GENERAL LEARNING OBJECTIVES (DRAFT 1/12/05): A motion was made by Mrs. Cole to approve the general education objectives as proposed on 1/12/05 (see attached) The motion was seconded by Dr. Lippert. There was discussion regarding the measurability of the objectives numbered 4-9. The motion carried.

B. ACTION PLANS UPDATE: Research was completed by the PRSSA and Institutional Research. Preliminary results indicate that there are three commonly-used, nationally-administered measurements for general education skills. Each instrument was discussed briefly. The cost of implementing any one of these direct measures has been submitted to the administration as an increased operating cost for the 2005-06 academic year. The instruments will be reviewed and discussed in greater detail at the next UAC meeting.

Ms. Cole presented a proposed Major- and Program-Based Assessment Review Cycle which includes a new format, cycle, and review procedures for program-based assessment reporting. The new assessment reporting would replace the current annual continuous improvement progress reports which are a part of the departmental and college Annual Reports. (See attached proposed review cycle and notes). Dr. Christoff moved that the proposed cycle be approved. Dr. Roepke seconded. The motion carried.

College committees are to submit a written description of their plans for the execution of committee role and authority by April 1. The UAC must submit its description by May 1.

Mrs. Cole announced her plans to meet during early spring quarter with each college representative to discuss the revision of their departmental assessment plans. Each college is also asked to complete an audit of their capstone experiences by May 1.

6. NEW BUSINESS:

A. Dr. Goldberg explained that spring quarter schedules will be collected after break and that the UAC will likely meet twice during spring quarter.

B. Mrs. Cole informed the committee of her recent meeting with the chair of the Institutional Review Board (IRB), Scott Swanson. He has suggested that anyone conducting surveys or other forms of research with students submit a proposal to the IRB. Protocols can only be designated as exempt after an IRB review has taken place.

C. Mrs. Cole also announced that a survey is being conducted by the Office of Institutional Research to undergraduate alumni and a follow-up survey is being planned to employers of these graduates. In addition, the national College Student Survey (CSS) will be sent electronically to students graduating in May (undergraduates). The CSS is a follow-up to the CIRP Freshmen Survey and will be conducted in alternating years from the National Survey of Student Engagement (NSSE).

7. ADJORNMENT: The meeting was adjourned at 8:55 a.m.