

University Assessment Council

Minutes

Friday, March 9, 2007
1:30 – 3:00 p.m.
211 Student Union (Oklahoma Room)

Present: Bowers, Comer, Damron, Davis, Gates, Hyle, Ivy, Mowen, Ownbey, Payton, Weir, Wilber.
Absent: Haseley, Hawkins, Kennedy, Lage, Martin, Paustenbaugh, Thompson.

The agenda was discussed for the joint meeting of Assessment Council, GEAC and the General Education Assessment Committee regarding general education assessment. The meeting is set for Friday, April 6, at Noon-2:30, in 211 Student Union. All three groups have been asked to review the report of assessment results and provide comments on the results and the process in advance of the meeting. At the meeting, final recommendations will be developed based on these comments.

The council reviewed a document that will be provided to NASULGC regarding the use of results of OSU students' participation in the National Survey of Student Engagement. The information was requested by NASULGC as part of the development of a Voluntary System of Accountability.

Revisions to "Assessment Budget Guidelines" were approved for FY08 (attached). These guidelines are distributed to assessment coordinators to provide guidance in making requests for assessment funds for program outcomes assessment. The due date for 2006-07 Program Outcomes Assessment Reports and FY08 Budget Requests is set for June 8, 2007.

The Council reviewed the report of results of the 2006 CIRP Freshman Survey. Members indicated that results of the survey are used as discussion points in orientation courses for new students and in orientation sessions for new faculty members.

The Council reviewed a report of results of selected items from the Alumni Survey of Undergraduate Programs, over the years 2000-2006.

Bowers reported that artifact collection for general education assessment this summer is progressing, but that assistance is needed in identifying courses from which samples might be collected. The committee will assess portfolios for critical thinking, diversity, and science this summer.

Bowers asked for input regarding a meeting of staff from the Oklahoma State Regents for Higher Education and assessment directors from state colleges and universities, to be held at the annual meeting of the Oklahoma Association of Institutional Research Professionals on March 29. The meeting will focus on possible modifications to the reporting structure for institutional assessment reports, and alignment of reporting with the expectations of the Higher Learning Commission.

Bowers distributed materials on two assessment conferences: the Assessment Institute, to be held November 5-6 in Indianapolis, and the International Assessment and Retention Conference, June 7-10, in St. Louis. Council members were encouraged to consider attending one of the conferences.

Hand out Materials:

GEAC and Assessment Council comments form for General Education Assessment
OSU's Use of NSSE Results
CIRP Freshman Survey – Report and Highlights
Brochure - Alumni Survey of Undergraduate Programs 2000-2006
Information about the Assessment Institute – November 5-6 – Indianapolis
Information about the International Assessment and Retention Conference – June 7-10 – St. Louis

Assessment Budget Guidelines

The following budget guidelines are intended to provide guidance in preparing budget requests for assessment projects and ensure the appropriate use of assessment funds. The University Assessment Council and UAT strive to support outcomes assessment by providing funding to academic units and will carefully consider all funding requests. The Assessment Council may provide exceptions to the guidelines for requests that will provide a clear benefit to an academic unit's assessment program.

1. Funding may be provided for any item or activity that is clearly and directly related to assessing student learning in academic programs, particularly student achievement of expected learning outcomes. Funding may not be used for general program development.
2. Funding may be provided for external reviewers that will provide specific assessment data related to the department's outcomes assessment plan. For example, funding for an external reviewer to critique individual student work and provide information on how OSU students are achieving expected learning outcomes. Funding may not be used for general external program reviews.
3. Funding may be provided for student salaries and benefits if the students are hired to conduct assessment activities. Budget justifications should specify the number of students to be employed, the rate of base pay for each student, the percent of time and duration of employment, and the assessment tasks to be completed by the student.
4. Funding may be provided for certification and professional examinations.
5. Funding may be provided for the purchase of testing instruments, supplies, printing, duplicating, binding, postage, and communications.
6. Equipment requests must include an explanation of why the equipment is needed for assessment. If an equipment item is to be partly used for assessment purposes and partly used for other departmental purposes, then part of the cost may be paid with assessment funds.
7. Software purchased with assessment funds must be for assessment purposes only and requests must include a justification. Software that is available through IT may not be purchased with assessment funds.
8. Travel for faculty must be directly related to or provide direct benefit to an assessment plan. For example, assessment funds may be used to support faculty travel to evaluate intern performance when data from this evaluation is an integral part of the assessment plan.
9. Travel for students must be directly related to assessment activities. For example, travel to juried exhibits, performances, and contests is allowable when results of participation in these activities provide data that indicate students' level of achievement of specific learning outcomes.
10. Students may not be paid to participate in assessment activities, as per Regent's policy.
11. Faculty or other professional salaries or benefits may not be funded from assessment fees.
12. Faculty may be paid a stipend to conduct an assessment as part of an approved assessment plan. For example, faculty may develop a rubric to assess student achievement of a specific program learning outcome, and use the rubric to evaluate students' achievement as demonstrated in course assignment(s) selected for the assessment.

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