

# University Assessment Council

## Minutes

Friday, December 7, 2007  
1:30 – 3:00 p.m.  
211 Student Union (Oklahoma Room)

Present: Bowers, Comer, Damron, Davis, Gates, Kennedy, Leising, Mowen, Ownbey, Payton, Paustenbaugh, Rohrs, Thompson, Wilber

Absent: Haseley, Hawkins, Lacy, Weir

Minutes from the 10-12-07 meeting were distributed. No corrections were requested.

Proposed revisions were discussed for "Assessment Budget Guidelines" document, included in meeting packets. Revisions were approved as proposed, with the additional change that the words "institution wide" were deleted from item #11 (item is #10, after revisions). An approved version of the guidelines is attached.

Bowers presented Higher Learning Commission materials about the role of assessment in the accreditation process. The materials were used in the training session for new Peer Reviewers for the Program to Evaluate and Advance Quality (PEAQ) of the Higher Learning Commission of the North Central Association of Colleges and Schools, which Bowers recently attended. She reported that the training program leaders said that more than 70% of institutions that participated in the reaccreditation process in the last 2 years had received some kind of Commission follow-up, primarily related to assessment of student learning. She indicated that the Commission is strengthening its efforts to provide assistance to institutions to develop stronger assessment programs. Bowers indicated that she believed the OSU assessment program is closely aligned with HLC expectations, and that future emphasis should be placed on demonstrating that assessment of student learning is a factor in allocation of financial resources for program improvement.

The rest of the meeting was spent on discussion of reviews of program outcomes assessment conducted by Council members. Members discussed three of the programs, and each submitted the written ratings and comments for those programs assigned to them for review. Bowers will summarize ratings and comments to provide feedback to the programs. Feedback will be sent from Dr. Gates office early in the Spring Semester to each program's assessment coordinator, department head, and dean.

The Council recommended that guidelines for assessment plans and reports state that locally developed rubrics, surveys or other assessment tools should be attached to plans and reports.

The annual joint meeting of Assessment Council, General Education Advisory Council and the General Education Assessment Committee meeting to review general education assessment will be held on March 7 at 1:30, during the time originally scheduled for an Assessment Council meeting.

### Announcements/Updates

- College Coordinators will meet on January 11. A database for tracking assessment documents and activities will be made available to them at that time. Funds provided to colleges for the college coordinator role may be used for partial funding of a support staff position.
- The 2008 Survey of Alumni of Undergraduate Programs will be conducted by the Office of University Assessment and Testing as a web-based survey with telephone follow-up as needed.
- General Education Assessment – Spring faculty workshops will be held to discuss the assessment process and results for critical thinking, diversity and science.

- UAT will sponsor ABET Webinars on Outcomes Assessment in Spring Semester. Details will be sent in early January.
- Collegiate Learning Assessment (CLA) – Senior testing for OSU's participation in the CLA will be conducted in February and March. OSU will also participate in a CLA study for test development in the Spring semester; CLA will pay all costs and a stipend to OSU for this participation.
- Three members of the general education assessment committee, Greg Wilber, Frances Griffin and Pam Bowers, recently provided a consultation on general education assessment for Arkansas State University.
- Lawrence Technological University has requested a consultation/workshop on graduate learning outcomes assessment.
- Spring Assessment Council meetings are scheduled for Feb. 8, March 7, and April 4. The March 7 meeting will be the joint meeting with GEAC and the general education assessment committee.

## Program Outcomes 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 evaluate 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 to encourage participation in optional exams and/or reporting results to OSU, if exam results provide useful information to faculty about students' achievement of specific program learning outcomes.
5. Funding may be provided for the purchase of testing instruments, supplies, printing, duplicating, binding, postage, and communications if these items will be used for direct assessment of student learning outcomes.
6. Equipment requests must include a thorough explanation of how the equipment will be used for assessment. Equipment may be funded (or partially funded) only if the program can demonstrate that it will significantly benefit the assessment plan.
7. Software purchased with assessment funds must be for assessment purposes only and requests must include a thorough explanation of how the software will be used for assessment.
8. Travel for faculty must be directly related to or provide direct and significant benefit to an assessment plan. Requests must thoroughly document why faculty travel is essential to the assessment plan.
9. Students may not be paid to participate in assessment activities, as per Regent's policy. Exceptions have been made at the institutional level, but are unlikely at the program level because assessment methods may be imbedded in required courses or program requirements.
10. Faculty or other professional salaries or benefits may not be funded from assessment fees. Exceptions may be allowed for initiatives that are reviewed annually and subject to termination if expected results are not achieved within established time period.
11. 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.

approved 10/98

updated 3/2007

revisions approved 12/2007