

# University Assessment Council

## Minutes

Friday, October 12, 2007

1:30 – 3:00 p.m.

211 Student Union (Oklahoma Room)

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

Minutes from 9-7-07 meeting were distributed. No corrections were requested.

The FY07 University Assessment budget was distributed and discussed. A spreadsheet with funding allocations for Program Outcomes Assessment in FY08 was also distributed. Bowers noted that the FY08 allocation amounts are not final; some programs are revising requests in response to requests for additional information. Related to the budget discussion, copies of the Oklahoma State Regents for Higher Education "Policy Statement on the Assessment of Students for Purposes of Instructional Improvement and State System Accountability" were distributed. Although this policy does not specify how assessment funds should be spent, it does specify the requirements for the four-part institutional assessment plan and reporting requirements for each, which guides the development of the budget. Assessment Council members did not indicate concerns with the distribution of funds.

Copies of funding guidelines for program outcomes assessment were distributed. Although the Council reviewed the guidelines and made some revisions in Spring 2007, members indicated that additional changes may be warranted. Bowers will draft revisions for discussion at the next Council meeting.

At a September 14 meeting, college coordinators for program outcomes assessment discussed a need for support of assessment administration at the college level. Some coordinators indicated that they believe it would improve efficiency and sustainability to have a college-centralized system for communication and record-keeping. To develop and implement this system, coordinators discussed the possibility of requesting start-up funds to create a staff position or incorporate related duties into an existing staff position. The idea of start-up funds acknowledges that funding for this position would eventually become the full responsibility of the college. The intention is that this position would support faculty and administrative leadership for assessment at the college level; it is not intended that responsibility for assessment would be moved to this staff level. Since every college except Arts and Sciences has assigned a college administrator to serve as college assessment coordinator, and since it was not intended that funds provided for college coordinators would be used to support administrative salaries, it may be the case that funds provided to support the college coordinator could be used to support this proposed position. The primary intention was to achieve improvement in program outcomes assessment by strengthening the college-level structure for assessment. If it is the belief of college administrators that this could best be achieved by providing staff support for an administrative position, a recommendation will be considered to use the funds already allocated for the college coordinator position to partially fund this support position. It is not likely that additional funds would be provided for this purpose. Bowers will work with college coordinators to further develop this proposal.

A second concern discussed by the college coordinators was the need for a database to manage assessment information within the college. At the next meeting of college coordinators, Bowers will demonstrate a database recently developed for her office to determine if it could also meet administrative needs at the college level.

Each council member was assigned 3-4 sets of program outcomes assessment documents to review. Programs to be reviewed are those that will participate in Academic Program Review in Spring 2009. Members are asked to complete reviews and submit results (ratings and comments) to Bowers before or at the December 7 Council meeting. Bowers distributed copies of the assessment plan and 2006-07 annual report for the MA and PhD programs in History to demonstrate good examples of each and to discuss how to use the ratings form to provide useful feedback to programs.

On November 5, 2007, USA Today will print a feature story on the National Survey of Student Engagement and will report benchmark scores for institutions that have agreed to participate, including OSU. The graphic template for the story and copies of the OSU benchmark scores that will be reported in the story were distributed. Bowers also distributed copies of a report provided to NSSE earlier this year that describes how NSSE results have been used for program improvements at OSU. In the NSSE 2007 Annual Report that will be published the same day as the USA Today feature, NSSE will provide a brief description of program changes made in OSU's College of Human Environmental Sciences.

More than 100 freshmen participated in the Collegiate Learning Assessment (CLA) during October. Testing will be completed on October 15. CLA testing for OSU seniors will be conducted during the Spring semester.

University Assessment and Testing (UAT) is completing a plan to conduct the 2008 Survey of Alumni of Undergraduate Programs as a web-based survey distributed via email, with a follow-up telephone survey to those who do not respond to email.

Bowers has been invited to become a member of the Higher Learning Commission's Peer Review Corps as a Consultant-Evaluator, and will be attending a training session on November 28-30 in Chicago.

The Council meeting scheduled for Nov. 30 has been rescheduled for Dec. 7 at 1:30 in 211 SU.