1. Introductions and Welcome

Dr. Carol Johnson, AAIC Chair, called the meeting to order at 1:30 pm.

2. Review of AAIC Members

Changed Dana Hobson from COE to CEAT, and Bob Davis from SSB to COE. Dr. Johnson suggested the corrected list be emailed to the council.

3. Assessment Updates

a. Reorganization in UAT Staffing Structure: Dr. Sarah Gordon discussed the updated split of the Assistant Director position into two positions: 1) Assistant Director of Testing and Technology (an open position with Steve Brown currently serving as the Interim) and 2) Assistant Director of Assessment and Analysis position (this position was created by reclassifying the Statistical Analyst position currently held by Lisa Cota to be a more accurate representation of what the Statistical Analyst was already doing in the first place). UAT also hired two GRA's: 1) GRA for Statistical Analysis (this position was already in existence; it is now filled by Sean Bulleigh) and 2) GRA for Assessment (this is a new position that will assist with assessment tasks; this GRA is Robert Partyka).

b. Departmental Assessment Budget Requests and Awards: Dr. Gordon shared that UAT had more requests (~30) for FY 15 than ever before, and more funds were awarded than ever before (~ $160,000). Handouts were provided showing the breakdowns. Dr. Gordon, Dr. Johnson, Lisa Cota, and a subgroup of three AAIC members went through the requests over the summer to determine what was awarded. Dr. Raman Singh suggested that in the future, UAT should share the total distributed across all colleges with the Budget Request Form so that departments get a sense for how much is awarded each year when they fill out their requests.

c. Update on Assessment Series and Provost Series Workshops: Instead of spending funds on sending out flyers, UAT sent a mass email to potential participants. The Assessment Series has been reworked by Lisa and Dr. Gordon, with four workshops offered in the fall and four offered in the spring.

d. Update on 2013-2014 Gen Ed Assessment Process: 20 faculty members rated ~1400 artifacts over the summer, and most have completed their rating duties. The deadline for the VSA Report is October 10, 2015.

e. Survey of Undergrad Alumni Update: The reporting for this survey is mostly done. UAT posted the individual department reports on the UAT website in early August 2014, and the assessment staff are working on the overall university report, which should be done early September 2014.

f. Update on Scantron Class Climate Software for online SSI's: UAT has turned in an agreement with Scantron to pilot a hybrid system that will allow both online and paper SSI's (identical in structure,

content, and reporting, regardless of the type) , plus it will work with the Scantron system already used at UAT. This will allow for the building of more surveys besides only SSIs. As with the previous pilot of a different SSI software, all departments in the College of Human Sciences and the Department of Statistics are the pilot departments. If the university chooses to use Class Climate for the SSI project university-wide, the cost for the software will be more up front, but it will be a one-time bill because the software and data will be housed on OSU/UAT servers.

4. Discussion Items

a. Dissemination of the FBM reports to Departments and Colleges: Donna Heaton reported that the FBM reports for the college/department assessment accounts seem to not be getting to the persons using the accounts in some of the departments. The Council recommended that Donna send the FBM's to the fiscal officers in the colleges as well as the users of the reports. Dr. Johnson said to go ahead and get the information and send the FBM reports to the people who need the information.

b. Departmental Assessment Budget Request-Request Form and Award Guidelines: Dr. Gordon gave some examples of what was submitted in the request and the different types of information that were included and not included in the requests from the departments. Dr. Gordon made the recommendation that the committee update the guidelines and the request form so it is clear what is needed to make decisions about awarding funds. Dr. Singh recommended that a sub-committee review the guidelines and request form. Tom Wikle, Jane Swinney, and Ken Clinkenbeard volunteered to serve on the sub-committee.

c. College Assessment Specialist Program Proposal Draft: Dr. Tom Wikle gave an overview of the College Assessment Specialist program. Dr. Wikle indicated that the College Assessment Specialist works with the college assessment persons in each department. A draft of an updated position description for the College Assessment Specialist was created by Dr. Shiretta Ownbey, Dr. Wikle, and Dr. Gordon over the summer of 2014. The position description now includes clear expectations of how the specialist should work with departments, Associate Deans, and Department Heads. Jon Comer recommended that Dr. Gordon email the description to the Council and members would vote for the approval of the document via email.

d. College Assessment Funds: Dr. Gordon asked how the general assessment funds distributed to the colleges are used and what account the funds are supposed to be deposited to. Discussion ensued, and it was determined that the funds are only given to the colleges that do not utilize an Assessment Specialist. If the college does not have a College Assessment Specialist, then the college will automatically get the general assessment funds from UAT. The departments within each college can also submit a budget request for assessment support at the department level.

e. Suggestions for Future Council Discussions: The Council brainstormed the topics they would like to discuss in future meetings. These topics include:

- The recommendations outlined in the 2012 report from the Assessment Task Force.
- The progress from the AAIC subcommittee that is supposed to meet to discuss how to assess the Diversity general education requirement.
- College updates on assessment and accreditation efforts.
  - CEAT has an ABET review next year for Electrical Engineering.

- o CoE is done with their NCATE report. They are waiting on a new acronym from NCATE. They also finalized new standards for undergrad initial certification for teachers and advanced programs of other personnel.
- o SSB has new accreditation standards as well.

5. Planning for 2014-2015

a & b. Assessment Reports due September 15, 2014; VSA reporting due October 10, 2014: OSU is reporting data from the AACU VALUE Rubrics to the VSA for the first time. UAT is anticipating a late October due date for the Assessment Report for the Oklahoma State Regents for Higher Education.

c. Surveys: The Beginning College Survey of Student Engagement (BCSSE) will close Monday, September 1, 2014. About 800 responses have been received so far; this is about 20% response rate, which is on par with previous years. The National Survey of Student Engagement (NSSE) is done in a cycle of every three years, and OSU is scheduled to administer this survey again this coming Spring 2015. The Graduate Alumni Survey will also take place in the Spring 2015 (February—April). UAT is also working with Career Services to survey the employment status of OSU graduates within six months of their graduation date. The employment survey will run at the same time as the Alumni Survey at the UAT call center. The suggestion was made to share the results of the surveys with Instruction Council.

d. The joint meeting for AAIC, CAGE, and GEAC with be March 6, 2015 at 1:30 pm.

Adjourned 3pm.