



Assessment & Academic Improvement Council

Friday, April 3, 2015 • Meeting Minutes
1:30pm • 460 Regency Room Student Union

1. Introductions and Call to Order

Present were: C. Beier, C. Campbell, K. Clinkenbeard, S. Damron, B. Davis, J. Comer, G. Fox, P. Fry, J. Gelder, C. Johnson, J. Knecht, J. Nalon, S. Ownbey, B. Ryan, R. Singh, and T. Wikle.

Absent were: L. Cota, J. Gelder, S. Gordon, S. Haseley, C. Hawkins, D. Hobson, C. Ippoliti, B. Masters, K. Neurohr, and J. Swinney.

Dr. Carol Johnson, AAIC Chair, called the meeting to order at 1:33 pm.

Dr. Johnson called for a vote to approve the February minutes with the minor corrections made.

Motion by Singh, seconded by Davis. Vote was unanimous. Dr. Johnson then called for a vote to approve the March minutes. A request was made to have Cota correct a short portion. A motion was made by Davis to approve the March minutes with the noted corrections, seconded by Wikle. Vote was unanimous for approval.

2. Assessment Updates

- a. **Update on NSSE:** Knecht informed the group that the National Survey of Student Engagement (NSSE) is underway. Email reminders went out on April 1, 2015, which helped double the response rate to 10.2%. OSU is only slightly behind compared to other institutions, who have about an 11-15% response rate at this time. We have had approximately 10,400 invitations to participate and we have had 778 responses as of today. Final reminders will be sent on April 7th and 13th. Dr. Johnson asked when the NSSE results would be available. Knecht did not have that date.
- b. **Update on the artifact collection for the Summer 2015 process:** There have been about 285 science reasoning artifacts collected from three courses so far, with hopes to have more by the end of the summer.

3. Discussion of 2013-2014 General Education Assessment Findings

- a. **Follow up on discussion points from the March meeting of AAIC, GEAC, and CAGE:** Johnson thought this item was complete, and there were no questions.
- b. **Budget request/guidelines:** Knecht showed the group where the request forms and guidelines are posted on the UAT website so copies can be downloaded/ printed. Johnson noted that the website still said to return the forms to UAT, but the new process should indicate they be sent to their respective Associate Dean's offices first. Damron stated he thought that he (as the Associate Dean) was to receive the forms, distribute them to his departments, and then have them return the forms back to him for approval, and then he would return them to Dr. Gordon. Knecht indicated Cota would email copies of the forms to the appropriate representative to pass along to their departments along with directions on how to return the form to those departments. Dr. Johnson passed around paper to designate to who Cota should send the request forms/guidelines. Knecht indicated he would update the UAT website to document

the changed process. Damron suggested that Knecht go to Instruction Council and share the new process with the Associate Deans there as well.

- c. **Annual Assessment Report Template and Guidelines:** We are waiting on the newest version (FY2016) of the report template from Cota. The template is not yet on the website but will be posted when available. There was discussion on whether or not the template need to be voted on, but Comer indicated the content had not changed, only the layout to make it easier to complete, so the group moved and voted to accept the template and guidelines that would be sent to them from Cota. Deadline for the reports to be submitted to UAT is September 15, 2015. Damron stated that all 5 year assessment plans should be reviewed and/or updated. Three of the colleges (CASNR, CEAT, and SSB) indicated they wanted to receive their department reports for review prior to their submission to UAT, while the other four (CAS, CHS, COE, and Graduate) indicated they just wanted to be copied on the submission to UAT. Knecht agreed to update the UAT website so that the directions indicated this change in submission.
- d. **Assessment of Diversity Subcommittee updates:** Damron stated the committee considered several ways to collect data, and the following seemed to be correct as listed: Artifact assessment, focus groups, and self-inventory (such as the GPI). Johnson stated that the GPI is favorable to her. Not a lot has been done in this area with Cota and Gordon having been on leave.
- e. **Assessment Software:** Knecht stated Cota has been researching assessment software companies and looking at what the university as a whole might procure in the future to deliver assessment. She has been looking at TaskStream and Weave specifically. She has a clear favorite program, which includes a number of features such as online portfolios for students and faculty that would tie into D2L to pull documents and files that work with HLC, AACU, and Banner. No choices have been made at this point.

4. General Reminders:

- a. **Assessment Budget requests:** Budget requests are due to UAT by June 5, 2015. UAT will be sending email reminders to assessment coordinators about the changes and to be on the lookout for the new form.
- b. **Annual department assessment reports:** Annual department reports are due to UAT on September 15, 2015.

5. College Updates:

- a. **Review of Assessment Plans:** Ownbey stated that Dr. Rick Rohrs did a thorough review of some their programs and assessment plans. The reviews have been helpful. Wikle stated the same for A&S.
- b. **Advisor Surveys:** Fry stated that Knecht has sent out 18,000 advisor surveys to support assessment. Knecht stated it closed tonight. Knecht and Steve Brown have included photos of advisors for students to see who they are evaluating, as some students do not know their advisors. Discussion then ensued about how online SSIs contain questions that relate to technology that do not have anything to do with the instructor.

c. **Other:** A final clarification was made as to who would receive notification on assessment budget requests and annual assessment reports. Knecht again stated that Cota would send out email reminders about the budget request forms to the 6 persons identified on the list that Dr. Johnson passed around; Cota will also send an email containing the finalized assessment report form. Knecht again said he would update the website to make it clear where the reports are to be submitted.

6. **Vote to elect new Chair for next year.** Previous nominee Bob Davis was put forth and seconded. Vote was unanimous.

7. **Adjourned:** 2:15 pm