



Assessment & Academic Improvement Council

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

1. Introductions and Call to Order

Present were: S. Damron, R. Davis, J. Comer, J. Nalon, S. Gordon, L. Cota, C. Ippoliti, J. Swinney, J. Romans, and T. Wikle.

Absent were: J. Gelder, S. Haseley, C. Hawkins, D. Hobson, B. Masters, K. Neurohr, K. Clinkenbeard, G. Fox, P. Fry, J. Gelder, C. Johnson, S. Ownbey, R. Singh and C. Campbell.

Dr. Sarah Gordon facilitated the meeting in the absence of Dr. Carol Johnson, outgoing chair. Gordon called the meeting to order at 1:34 pm. Gordon called for a vote to approve the April 2015 minutes. T. Wilke made a motion to accept the minutes and second by S. Damron. Vote was unanimous.

2. Assessment Updates

- a. **Update on NSSE:** Gordon announced that the NSSE survey has been completed. There was an 11.8% response rate with 1233 responding out of 10423 requests. Analysis and reports are not yet available.
- b. **Update on the artifact collection for the Summer 2015 process:** Jon Comer (CAGE Chair) and John Gelder (CAGE co-chair) met with UAT staff in late April 2015 to discuss the 2015 summer assessment process. The group decided not to assess any science reasoning artifacts this summer due to the low number of usable artifacts collected. Instead, Comer and Gelder will lead teams to review the assessment process for Diversity and Science Reasoning. The Diversity group was formed in summer/fall 2014 and consists of J. Nalon, S. Damron, J. Gelder, L. Cota, S. Gordon, and J. Comer. P. Elmore-Sanders from the Office of Institutional Diversity will also join the group when she is back from leave. The Science Reasoning group is still being formed.

3. Discussion Items

- a. **New AAIC Chair.** Dr. Bob Davis will be serving as Interim Dean for the College of Education starting mid summer 2015, and thus can no longer serve as the AAIC Chair. Wikle nominated Dr. John Romans to serve as the new chair effective immediately. The nomination was seconded by Damron. Vote was unanimous.
- b. **Assessment Software.** Cota has contacted several companies and spoke to other software users and believes that TaskStream offers the best software for OSU's needs. Cota suggested that a group of AAIC members get together for a web demo of the software. Wikle, Damron, Swinney, Ippoliti, & Nalon volunteered to participate in the demo. Cota will invite all AAIC members to attend the web demo once it is scheduled.
- c. **Assessment Coordinator database.** Gordon has been working with Steve Brown on building a database to securely store lists of the program assessment coordinators. This will allow college level administrators to have easier access to the list of coordinators for their college. Gordon

will send a link to each college associate dean for review. The committee was supportive of this system.

- d. UAT is revising the budgeting process for our department and trying to create systems that allow for clarification of how funds in departmental assessment accounts are used. From now on, if a department pays a student, staff, or faculty member from an assessment account, the department will turn in a payroll form to UAT to let UAT know who is being paid from the account and what activities they are performing. This will allow UAT to easily match up assessment account expenditures with approved departmental requests.
- e. UAT is hiring a GRA to create a Drupal website for the Provost's Office, UAT, and the 2015 university HLC accreditation. If anyone knows of any graduate students who would be a good fit for the position, please direct them to the job application at hireosugrads.com.

4. General Reminders

- a. Assessment Budget Requests due to UAT on June 5, 2015.
- b. Annual department assessment reports due to UAT on September 15, 2015.

Meeting adjourned at 2:45pm.