



Assessment & Academic Improvement Council

Friday, November 6, 2015 • Meeting Minutes

1:30pm • 417 Student Union Exhibit Room 2

Present: J. Romans, G. Fox, C. Johnson, T. Wikle, S. Damron, J. Nalon, K. Clinkenbeard, S. Gordon, L. Cota, J. Fanning, and R. Rohrs.

Absent: J. Gelder, D. Hobson, J. Swinney, R. Singh, S. Ownbey, P. Fry, B. Masters, C. Hawkins, K. Neurohr, C. Ippoliti, C. Campbell, S. Haseley, and J. Comer.

1. Introduction and Call to Order

Dr. John Romans called the meeting to order at 1:50pm. A fire alarm went off in the building causing a delay in start of the meeting. The October meeting minutes were unanimously approved.

2. Assessment Updates

- a. **Update on program assessment reports received:** Ms. Cota indicated UAT received 100% of the needed program assessment reports this year.
- b. **Update on BUS degree assessment:** Dr. Romans noted that there is one BUS degree for the university (answering the question from discussion in the October AAIC meeting). He indicated that Dr. Fry will be following up on this agenda item in 2016.

3. Discussion Items

a. Assessment Budget Request Working Group Proposals:

Discussion of Proposal Item 1 (Due Dates and Processes): Members noted that the date for when departmental budget requests are due to the colleges should be flexible depending on the college needs. The group agreed that "Early May 2016" was reasonable.

Discussion of Proposal Item 2 (Tests/Professional Exams): Members felt that leaving the decision for funding testing (within the guidelines) to the colleges would allow for assessment money to be distributed where it was needed most in each college, as Associate Deans would know of other funding sources and which exams were critical to various assessment and accreditation processes at any given time.

Discussion Proposal Item 3 (External Consultant/Reviewers): Members agreed that the proposal seemed reasonable. There was discussion on whether or not an honorarium could be increased to cover per diem; the group discussed that per diem in any capacity should not be funded with assessment monies.

Discussion of Proposal Item 4 (Annual College Assessment Allocations): There was discussion on which option (A or B) was best. It was noted that even though there was still money in some college-level accounts, it didn't mean that money hadn't been spent from other accounts and just not transferred out of the assessment account yet. The group determined that if Option A is accepted, the college assessment allocation forms (to be created by UAT

and completed by the colleges) should be turned in to UAT on May 20, 2016 (the same time that departmental budget requests are first sent from the colleges to UAT).

Discussion of Proposal Item 5 (Subcommittee for Reviewing Plans and Reports): Members noted that a peer review system for plans and reports was in place several years ago, but stopped for an unknown reason. Members agreed that implementing a peer review system for plans and reports would be helpful. Members also noted that the reviews should happen the year before a program is up for APR in order to provide feedback to the departments that can be acted upon prior to the APR meeting.

b. **Sharing Alumni Survey Data:** The Council approved the following wording regarding alumni survey data:

In order to protect participant confidentiality, de-identified raw datasets from alumni surveys are not available at the program level. A de-identified dataset for the college may be requested by the college Associate Dean. This dataset may not be shared with individual units or departments, but can be used by the college Associate Dean (or his/her designee) for analyses needed by the college.

c. **Assessment of Graduate Certificates:** Dr. Gordon indicated that UAT is working to document assessment plans and reports for graduate certificate programs, as there does not seem to be centralized record-keeping for them at this time. Dr. Gordon will get a list of all programs from the Graduate College and then work with AAIC to determine next steps.

4. General Reminders

a. Assessment reports for 2015-2016 due September 15, 2016.

5. **College Updates** (if any) there were no updates.

Meeting adjourned at 2:30 pm.