



Assessment & Academic Improvement Council

Friday, October 2, 2015 • Meeting Minutes

1:30pm • Rm. 417 Student Union Exhibit Room 2

Present: J. Romans, J. Gelder, J. Swinney, C. Johnson, T. Wikle, J. Nalon, S. Ownbey, P. Fry, B. Masters, K. Clinkenbeard, C. Ippoliti, C. Campbell, S. Haseley, S. Gordon, L. Cota, J. Comer, and J. Fanning.

Absent: G. Fox, D. Hobson, S. Damron, R. Singh, C. Hawkins, and K. Neurohr.

1. Introduction and Call to Order

Dr. John Romans facilitated the meeting. The September 2015 meeting minutes were accepted unanimously approved.

2. University Accreditation Update

Dr. Brenda Masters reminded the group that the HLC site visit will be on October 19-20, 2015. There will be several meetings with the reviewers related to teaching and learning, the Diversity assessment process, program assessment, and academic program review, along with several other open forum discussions. Everyone is encouraged to attend the open forum discussions if their schedule allows. Notifications/advertisements of these sessions and invitations to attend will be sent out to students, faculty, and staff through OSU Headline News emails. Dr. Masters invited anyone who has questions about the HLC visit to contact her.

3. Assessment Updates

- a. **Update on program assessment reports received:** Lisa Cota indicated that UAT has received about 200 of 218 reports; the deadline for turning in reports was September 15, 2015. UAT is expecting some late reports to be turned in by the end of the day today. UAT plans to have the report posted on the UAT before the HLC site visit.
- b. **Linking to other university assessment activities on the UAT website:** Dr. Sarah Gordon indicated that UAT plans to provide links to all relevant assessment activities/groups across campus (such as the Student Affairs Assessment Council) on the UAT website. She indicated that this will allow UAT to be a hub or repository for information regarding assessment across the university, rather than just activities that occur through UAT. The group supported this suggestion.
- c. **College assessment budget allocations:** Dr. Gordon said that Donna Heaton will be arranging to transfer the college assessment allocations in approximately one week. Dr. Gordon also mentioned that UAT is in the process of reviewing the overall UAT budget for FY17 since budget cuts are anticipated. She plans to let AAIC know as soon as possible about if, how, and where cuts will be made to college assessment allocations so that the colleges can plan appropriately for FY17.

4. Discussion Items

- a. Systematic review of program assessment plans by AAIC:** Dr. Romans indicated that the budget subcommittee had their initial meeting and had a good discussion regarding how to handle tests and professional exams, issues with paying for external reviewers, and forming a committee to review proposals and rubrics. Dr. Romans said that the group's discussions were open and broad thinking, and he expects to have a proposal ready for the council to review by November, with the goal of making approvals no later than December 2015 (in time for FY 17 budget requests). Dr. Tom Wikle asked a question about things that were added to what the UAT budget covers (such as ALEKS) and if there was any information how those decisions were made, since other expenditures may affect the amount of money that can be distributed to the colleges/departments for assessment. Dr. Pamela Fry shared that in the past few years there was a large carryforward each year in the UAT budget. Those funds needed to be spent appropriately, and the decision was made to use those funds to pay for the ALEKS test. The funds have now been exhausted. The gap between the last UAT director (Dr. Penn) and the current director (Dr. Gordon) seemed to be a good time to increase the assessment fees to help cover the increasing costs. Dr. Fry said the expenditures of UAT need to be looked at. Dr. Gordon shared that the assessment fees UAT receives are about \$1.30 per credit hour. Dr. Johnson asked if there is a mechanism in place to look at ALEKS and see if it is being successful. Dr. Gordon said ALEKS has been very successful at helping with math placement and reducing the DFW rates in key MATH courses.
- b. Assessment of BUS degrees:** Dr. Romans began a discussion about assessing the BUS degree, as there is currently no plan in place and no data being collected. Dr. Gordon commented that since OSU is issuing a degree, the university is required to have an assessment plan and report for the degree. Dr. Gordon shared that she and Dr. Fry have discussed having a core set of outcomes that every BUS degree would meet. Dr. Shiretta Ownbey mentioned that all students who receive the BUS degree across colleges have general education outcomes in common. Another thought that was mentioned was creating a one hour course for BUS students and/or incorporating some sort of capstone course; it was noted that this would be useful for students and for the assessment process. The committee requested that Dr. Gordon summarize the conversations and ideas and bring a document to discuss at the next meeting.
- c. Sharing Alumni Survey data:** Dr. Gordon indicated that UAT has data that may be useful to the colleges (such as Alumni Survey data), but there is some concern about the anonymity of responses, even with typical identifying information removed from the databases. She noted that the protocol for the annual Alumni Surveys has been submitted to the IRB each year. The survey has been treated as human subjects research in the past, but recently it has been declared not to be human subjects research by the IRB. There has not been a broad conversation as to if/how UAT shares the de-identified data from these surveys. Dr. Carol Johnson shared how she would use the information in her college, and she indicated that she does not share the data other than in aggregate. Dr. Gordon said she would like to see AAIC develop a policy/procedure regarding who can request the data and how it can be used/shared.

5. General Reminders (see agenda)

6. College Updates

No updates at this time.

Meeting adjourned at 3:05pm.