



# Assessment & Academic Improvement Council

## Meeting Minutes

Friday, March 4, 2016 • 1:30 - 2:30 p.m. • 460 Regency Room SU

Present: C. Campbell, K. Clinkenbeard, J. Comer, L. Cota, S. Damron, P. Fry, C. Ippoliti, C. Johnson, J. Nalon, S. Ownbey, J. Romans, J. Swinney, T. Wikle

Absent: J. Fanning, G. Fox, J. Gelder, S. Gordon, S. Haseley, C. Hawkins, D. Hobson, B. Masters, K Neurohr, R. Singh.

Guests: J. Knecht, R. Partyka, A. Witham.

### 1. Introduction and Call to Order

Dr. John Romans called the meeting to order at 1:32 p.m. Dr. Swinney motioned to approve the January 2016 minutes. Dr. Ownbey seconded the motion, and the minutes were unanimously approved. Lisa Cota introduced the new Administrative Assistant for UAT, Alison Witham.

### 2. Assessment Updates

- a) **OACTP Conference:** James Knecht informed the committee that UAT will be hosting the Oklahoma Association of College Testing Personnel Spring conference at Career Tech Friday, April 8, 2016. The conference allows members from Oklahoma learning institutions to meet and discuss testing issues common to colleges and career tech centers.
- b) **Update on Diversity Assessment process:** Dr. Damron wanted the minutes to reflect the following statement regarding diversity assessment: "I think what we're doing is excellent!"  
Data is currently being collected for the GPI; additionally, focus groups for the Photo Voice project have met twice; data collection on both of those will be completed by the end of the semester. Written artifacts will be evaluated over the summer.
- c) **Graduate Certificate Assessment:** Dr. Romans informed the committee that assessing graduate certificates is required (Dr. Fry concurred); this is an issue that came up during the HLC site visit in October. Ms. Cota informed the committee that there will be a meeting in early April with the coordinators of the certificate programs, Dr. Clinkenbeard, Dr. Sarah Gordon, and herself, to begin to discuss how these programs can be assessed. UAT staff are designing Assessment Plan and Report templates specific to stand-alone certificates; for embedded certificates, Ms. Cota suggested that the certificate could be added on to existing assessment plans and reports as a fourth program outcome.
- d) **Preparation for Budget Allocations for FY17:** Ms. Cota and her graduate student, Robert Partyka, demonstrated the new online Budget Allocation Request process, hosted by Formstack. A "tips and tricks" document will be distributed to end users. A link to Formstack will be sent out to the different colleges the week of 3/7/16.

### 3. Discussion Items

- a) **Elect New Chair for 2016-2017:** Dr. Romans suggested that the new committee chair's start date be July rather than September due to budget issues anticipated to occur in July. There was discussion as to who might want to become the new chair. Those in attendance recommended that the current chair (Dr. Romans) approach Dr. Shiretta Ownbey (who left the meeting prior to this discussion), Dr. Garey Fox, and Dr. John Gelder. Dr. Carol Johnson offered to volunteer for a term limited to one year in case none of the three members suggested agrees.

- b) Budget Request Form Process:** This will be online for FY17. The web form was demonstrated to the group (see 2d, above). The UAT deadline for budget requests is May 20. Submitted requests will be cleaned, returned to the associate Deans, and final recommendations from the Colleges will be due back to UAT on June 30.
- c) Assessment Plan Review Process:** The committee discussed putting together a committee of faculty to review assessment plans. Associate Deans on AAIC will begin to identify faculty in their respective colleges about serving on this committee.
- d) NSSE Major Field Report posting decision:** Dr. Romans stated that he felt the NSSE Major Field Report should be posted. Dr. Damron moved to post the report on the UAT website. Dr. Johnson seconded. The motion passed unanimously.

#### **4. General Reminders**

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

#### **5. Adjourn** -- Dr. Romans adjourned the meeting at 2:28 p.m.