Assessment & Academic Improvement Council
Meeting Minutes
Friday, February 3, 2017 • 1:30 – 3:00 p.m. • 460 Student Union

<u>Present</u>: J. Comer, B. Davis, P. Fry, K. Gage, J. Gelder, S. Gordon, C. Johnson, J. Knecht, J. Nalon, S. Ownbey, R. Seitsinger.

<u>Absent</u>: C. Campbell, K. Clinkenbeard, L. Cota, C. Edwards, C. Hawkins, K. Hickman, C. Ippoliti, B. Masters, K. Neurohr, A. Rauner, J. Swinney, T. Wikle.

<u>Guests</u>: A. Witham.

1) **Call to Order and Approval of November 4, 2016 Minutes**

    Dr. Ownbey called the meeting to order at 1:32 p.m.   Dr. Johnson moved to approve the November 4, 2016 minutes as presented. Dr. Comer seconded. The motion passed unanimously.

2) **Assessment Updates**

    a) **Introduction of Maggie Blankenship, UAT Assessment GRA (James Knecht).** Maggie was unable to attend today's meeting. She will be preparing the Gen Ed assessment artifacts for the review process.   She can be reached at assessment@okstate.edu or 405-744-1725.

    b) **Linda Suskie February workshops flyer (Karen Hickman).** Dr. Hickman was also unable to attend today's AAIC meeting. CASNR hosted Assessment and Accreditation Specialist, Linda Suskie, who led two assessment workshops on February 10, 2017. The promotional flyer was presented to the council.

    c) **Update on UAT Director Search (Shiretta Ownbey).** The search committee for the new UAT Director has been assembled. Dr. Ownbey is committee chair. The UAT Director search committee met Thursday, February 9. After a position description review/update, there will be a national search (internal candidates are welcome to apply), with the goal of bringing in candidates for interviews in April of this year. If any AAIC members have recommendations for candidates, those names should be forwarded directly to Dr. Fry, the supervisor of the UAT Director position.

    d) **Update on 2016-17 General Education artifact collection (James Knecht).** UAT will provide the council a list of the most up-to-date information regarding which instructors provided Fall 2016 Gen Ed artifacts, which instructors did not provide artifacts, and those who did not respond to a request for artifacts. When UAT sends out emails requesting Spring semester artifacts, it will focus on seniors. After emails are sent to instructors, UAT will provide Associate Deans with lists of the instructors in their colleges so they can remind these instructors of the expectation to provide artifacts for assessment.

    e) **Update on Global Perspective Inventory (GPI) (James Knecht).** Mr. Knecht informed the committee that the 2016 GPI report is complete and will be shared at the March meeting as part of the complete General Education report on Diversity. The company that provided the 2016 GPI also rebuilt 2015's GPI report in the new format.

    f) **Programs that did not submit an Assessment Report (James Knecht).** Programs that did not submit an FY17 assessment report or an updated plan if they have a graduate certificate will soon be notified that they need to turn in a report ASAP. Reports due in Fall 2017 should mention the graduate certificates even if there is not enough data from the graduate certificate program (embedded or not) to be included in an Assessment report.

    g) **Updated CAGE website (James Knecht).** The updated CAGE structure, duties and responsibilities, as well as membership term information, are available on the UAT website. In February, CAGE began the search for Assessment Facilitators for the 2016-17 Gen Ed review of Written Communication and Critical Thinking. CAGE was short one member from SSB. Dr. Johnson volunteered to fill that vacancy.

3) **Discussion Items**
   a) **Pre-APR Assessment Plan-Report Review Template (Judy Nalon & John Gelder).** Judy Nalon, Dr. Gelder, Dr. Johnson, and Lisa Cota met a few times to create this template to be used as a guide when members of the council are asked to begin looking at previous plans and reports a year in advance of an APR. The template is still in DRAFT form. Ms. Nalon asked council members to take the draft and apply it to at least one current plan/report and ask questions or make comments to this sub-group to help them improve upon this template.
   b) **FY18 Assessment Budget Request Process (James Knecht).** The FY18 Assessment Budget Request season is here. A handout outlined the overall procedures and due dates for submitting department requests to UAT. The same online form will be used this year as last year, and it should be used for the college budget requests as well as departmental budget requests. Dr. Ownbey would like to see some written guidelines on how to complete EPAFs and ENPs to pay reviewers or other paid workers on a funded project.
   c) **OSU Alumni Survey/Call Center – Long Term Delivery and Costs (James Knecht).** Mr. Knecht informed the council that a long-term replacement for delivering the Alumni Surveys is needed. Currently, the software used for the survey and for the accompanying call center is outdated and requires programming skills that very few people have. UAT's Steve Brown currently programs and patches the software. The software is at least 10 years old. If the system crashes or Steve Brown retires or leaves OSU, the entire OSU Alumni Survey system could fail. In addition to the software, AAIC should consider call center costs. Direct costs (call center only) for the years that undergraduates are surveyed are estimated at $15,000 ($30,000 including UAT full-time staff – L. Cota and S. Brown). UAT estimates that during the years of graduate surveys, the call center costs approximately $12,500 ($28,000 including UAT full-time staff). For every additional response gained via phone (versus computer survey alone), call center responses essentially cost $23.00 ($11.00 per response when considering direct call center costs consisting of student and GA staff only) *at the undergraduate level*. The amount per received response increases from $11.00 to $26.00 *at the graduate level*. In the future, costs could possibly decrease if alternative means of contacting alumni is employed, such as better collection of cell phone numbers from graduates as they leave the University, which could allow texting of survey links. The current difficulty, as far as programming goes, is that every program can have its own survey questions, which potentially translates into 230 unique surveys should every program choose to add custom questions. Because of this variability, the system as it stands today cannot easily be transferred to another system. Discussion regarding standardized versus custom program surveys followed. Further consideration of this issue, including an entire overhaul of the survey method, will most likely require a dedicated committee to determine platforms and requirements. The council agreed that this issue is both time-sensitive and critical for the new UAT Director to address.

4) **General Reminders**
   a) **Graduate Certificate assessment plans (standalone or embedded in a degree) should be submitted to UAT by Feb. 17, 2017.**
   b) **March 3, 2017 is the combined AAIC, CAGE and GEAC meeting on Diversity Gen Ed.**

5) **College Updates.** None.

6) **Adjourn.** Dr. Ownbey adjourned the meeting at 2:48 p.m.