



Assessment & Academic Improvement Council

Meeting Minutes

Friday, October 6, 2017 • 1:30 – 3:00 p.m. • 460 SU

Present: C. Campbell, R. Chung, K. Clinkenbeard, J. Comer, P. Fry, J. Gelder, S. Gordon, K. Hickman, C. Ippoliti, C. Johnson, B. Miller, J. Nalon, S. Ownbey, J. Sanders, and T. Wikle

Absent: K. Gage, B. Masters, R. Seitsinger, and J. Swinney

Guests: K. Hunger and A. Witham

Call to Order. Dr. Ownbey called the meeting to order at 1:32 p.m.

Approval of Minutes. Dr. Johnson moved to approve the minutes from the September 2017. Dr. Comer seconded. The motion passed unanimously.

Assessment Updates.

- I. **Annual Program Assessment Report Submission for 2017 update on the follow-up review process (Ryan Chung).** Dr. Chung introduced the new Assistant Director of Assessment and Analysis, Kelva Hunger. He then stated that UAT is in the process of collecting assessment 2016-17 assessment reports from all departments across campus. The collection rate is at approximately 78%. Dr. Chung informed the Council that he is implementing a report review process to review and improve the quality of the assessment reports. His intention is to use a rubric/template to evaluate the reports and give feedback to assessment coordinators. Once the short, one-page reviews are done, they will be distributed directly to the assessment coordinator and copied to associate/assistant deans and department heads.
- II. **2018 Academic Program Reviews (Ryan Chung).** 44 programs from 4 colleges are in the process of completing their APR Review. These 44 programs will be the first reviewed by UAT's new system, and feedback will be given to programs completing APRs this year. In the future, the assessment report reviews will be done one year in advance of APRs.
- III. **2017 BCSSE data report overview (Ryan Chung).** Dr. Chung said the information from the first year student information survey has been gathered, and UAT will share an executive summary of that data with the Council before the State Regents Report is due.

Discussion Items.

- I. **Guidelines for Use of Assessment Funds Update.** Approximately 20% (\$32,450) of this year's funding awards was for exams. UAT requested the Council provide more consistent guidelines regarding the approval of exam costs. (Please refer to the Agenda). Out of three options suggested, Dr. Ownbey proposed to the Council a combination of two—only provide assessment funding for students who pass the exam AND only provide assessment funding up to \$100 per student. This would not include approval of assessment money for practice exams. All the exams have to be on the assessment plan as a way to measure student outcomes. Dr. Fry suggested that only required exams be covered. Dr. Johnson suggested an annual threshold be earmarked for exam funding. Dr. Sanders stated that designating a percentage of the assessment budget might be restrictive. Discussion followed. Drs. Gordon and Comer reminded the Council that a subcommittee was formed to discuss this. Dr. Wikle was questioned whether assessment monies spent on exams might be better spent elsewhere. Dr. Ownbey asked the UAT Administrative Assistant to research old minutes and bring them to the Council. No action was taken.
- II. **Qualtrics institutional account update.** Revisiting the idea of an institutional Qualtrics account, Dr. Chung informed the Council that he will be meeting with a representative from IT to determine institution-wide account feasibility both in terms of technology and financing (e.g. if UAT would need to contribute assessment fees along with IT technology fees to finance an institutional account). In the meantime, he proposed to the Council that UAT and the Provost's office share a Qualtrics account since an account is billed by unit. Dr. Fry indicated that the Provost is interested in the concept of an institutional account and requested that UAT hold off on purchasing an account for UAT/Provost office until after the meeting with IT. Dr. Chung agreed and the subject was tabled.
- III. **Nuventive Improve (formerly named TracDat) – Assessment Management System update.** Representatives from Nuventive Improve will be demonstrating their assessment management system to the Council at our next meeting. The meeting may last longer than usual. Dr. Johnson requested that the UAT Administrative Assistant to send out a revised meeting request for that day to remind Council members.

College Updates. None.

Adjournment. The meeting adjourned at 2:25 p.m.