



Assessment & Academic Improvement Council

Meeting Minutes

Friday, September 8, 2017 • 1:30 – 3:00 p.m. • 366B CoHS

Present: L. Burns, R. Chung, J. Comer, P. Fry, K. Gage, J. Gelder, K. Hickman, C. Ippoliti, C. Johnson, J. Nalon, S. Ownbey, J. Sanders, R. Seitsinger, and T. Wikle

Absent: C. Campbell, K. Clinkenbeard, S. Gordon, B. Masters, and J. Swinney **Guest:** A. Witham

Call to Order. Dr. Ownbey called the meeting to order at 1:30 p.m.

Approval of Minutes. Dr. Seitsinger moved to approve the minutes from the August 2017 meeting with minor corrections. Dr. Johnson seconded. The motion passed unanimously.

Assessment Updates.

- I. **Annual Program Assessment Report Submission for 2017 (Ryan Chung) – Sept. 15 Due Date.** Dr. Chung reminded the council that there is an online form available on the UAT website and requested that the AAIC members inform their college assessment coordinators that UAT prefers they use the online form in order to capture all necessary data. UAT Assessment will be returning incomplete assessment reports and encouraging coordinators to utilize the online assessment report form with its prompts for said data and a place to insert PDF and Word documents historically submitted.
- II. **FY18 Program Outcomes Assessment Budget Award update (Ryan Chung).** The process is moving along smoothly.
- III. **Job search for Assistant Director of Assessment & Analysis (Ryan Chung).** We have hired Kelva Hunger, an OSU REMS Ph.D. student, as the new Assistant Director for Assessment and Analysis. Her first day will be September 18.

Discussion Items.

- I. **Guidelines for Use of Assessment Funds Update.** While reviewing assessment funding requests—specifically exam funding requests—UAT had some difficulty determining what kind of exams and how much money per exam should be funded based on the somewhat vague AAIC guidelines. Discussion followed. The topic was tabled for a future date after some data has been collected from the Assessment department regarding FY18 exam funding requests and awards.
- II. **Qualtrics institutional account.** OSU has at least 8 separate Qualtrics accounts. An institutional account would provide access to not only faculty and staff, but also students. Plan A is that UAT would pay for the institutional account, but would not cover individual add-on units that some colleges utilize. Plan B would be to share the cost between IT and UAT. Plan C would be that UAT gets its own individual account. Cost depends on enrollment. The institutional account would cost approximately \$60,000 per year. Discussion followed. Dr. Ownbey recommended a subcommittee be created between IT and current Qualtrics users to study this proposal as far as base cost, add-on cost and capability. Dr. Hickman asked how this would impact future UAT assessment funding. Dr. Comer stated his concern that OSU Tulsa may not be included.
- III. **Nuventive Improve (formerly named TracDat) – Assessment Management System.** Dr. Chung introduced the concept of Nuventive Improve planning and outcomes assessment software and explained that a majority of the big 12 universities use this software system to store learning objectives, plans and reports in a central location. This central data storage is especially helpful with accreditation. It would require a significant amount of manual data loading at first. Council members requested a demo of this program and asked if other similar software programs are available. Dr. Ownbey suggested creating a subcommittee.
- IV. **An online survey development for D courses assessment tool – recommendation from CAGE.** This survey of students would be more quantitative than qualitative. Dr. Chung developed the model survey by combining Photovoice and Sense of Belonging items. Dr. Johnson volunteered to administer it to this fall's SSB freshmen and next spring's SSB seniors enrolled in capstone courses. The instrument will be discussed by CAGE at their next meeting.
- V. **Upcoming NSSE 2018 incentive support from colleges.** Dr. Chung asked the Council's support for obtaining monetary donations either from individual colleges or the OSU Foundation to purchase incentives for students to improve data collection. He has documentation that providing a lottery of items such as gift cards or school spirit merchandise greatly encourages student response rate. Discussion followed regarding OSU rules regarding gift cards and alternative incentives. It was suggested that Dr. Chung attend the Dean's Council to request monies.

College Updates. Dr. Tom Wikle and Dr. Sarah Gordon developed an award to incentivize innovative and/or excellent faculty assessment work. A committee chose two CAS faculty as this year's recipients. Each was given a plaque and a \$500 cash award.

Adjournment. The meeting adjourned at 3:01 p.m.