



## Assessment & Academic Improvement Council

### Meeting Minutes

Friday, December 7, 2018 • 1:30 – 3:00 p.m. • 460 SU

**Present:** J. Comer, K. Hickman, J. Khojasteh, B. Miller, J. Nalon, S. Ownbey, R. Seitsinger, T. Wikle

**Absent:** L. Burns, T. Collins, S. Frazier, K. Gage, B. Raczkoski, H. Gray, N. Holmes, C. Johnson, B. Masters, A. Sanogo, J. Swinney, M. Upson, J. Van Delinder

**Guests:** K. Hunger, J. Bailes

**Call to Order.** Dr. Wikle called the meeting to order at 1:31 p.m.

**Approval of Minutes.** No quorum to approve October minutes (November meeting cancelled)

#### Updates.

- I. Nuventive Improve implementation in progress
  - a. Pilot meetings are complete
    - i. UAT requesting feedback regarding manual and pilot training
  - b. Training workshop dates set for spring
    - i. Training session are on OSU HR website and training calendar
    - ii. Training required for all assessment coordinators
      - a) UAT and Associate Deans to notify coordinators of training
      - b) UAT to track registration and update Associate Deans
- II. State Regents Report update
  - a. Submitted to Academic Affairs at beginning of November; has since been submitted to Regents
- III. Program Assessment Report Update
  - a. Results
    - i. Meets or exceeds expectation – 84.5% - up from last year (77%)
    - ii. Need revision – 5.4% - up from last year (3%), process has evolved to more critical analysis
    - iii. Missing information – 10.1% - down from last year (18%)
    - iv. UAT to send rubric to committee, requesting feed back
  - b. UAT beginning process of creating faculty development workshops
- IV. UAT Annual Award for Excellence in Program Assessment
  - a. First draft of UAT’s Assessment Award distributed to committee, requesting feedback
  - b. To be updated and reviewed at January meeting

#### Discussion.

- I. AAIC policies on membership structure
  - a. Proposed: one vote per college (Associate Dean or faculty representative), library, Academic Affairs, Faculty Council, Student Affairs (if retained), CAGE (if not otherwise represented)
  - b. Dr. Wikle to revise; to be reviewed at January meeting
- II. 2019 Alumni Survey draft and date collection procedure
  - a. Sub-committee discussion update on the content of the survey
  - b. Date collection process and procedure
    - i. Colleges discretion to include questions not applicable to general survey
    - ii. Survey will go to IC for input
    - iii. Schedule follow-up sub-committee meeting
    - iv. Distribute updated document at January meeting

**College Updates.** N/A

#### Other.

**Adjourn.** Meeting adjourned at 2:07pm