Assessment & Academic Improvement Council Agenda
Minutes
Friday, November 3rd, 2023 • 1:30pm – 3:00pm • SU Room 460

Present: A. Sanogo, M. Borunda (on behalf of A. Doust), K. Hickman, M. Rabens, J. Van Delinder, J. Weathers (on behalf of T. Lightner), C. Francisco, J. Comer, T. Misener, R. Chung, M. Upson

Absent: M. Bayles, L. Burns

Guests: K. Holcomb, K. Loper

Call to Order. Call to order by J. Van Delinder at 1:31 pm

Approval of Email Update Minutes: Motion by J. Comer / Seconded by K. Hickman

Upcoming AAIC meetings
    I. 12/1 (Email update).

Updates
I. Program Outcomes Assessment follow-up review progress update
    i. UAT provided an update on the progress of the POA review for the 2022-2023 reports and provided a timeline for the reopening of the Nuventive system.
II. General Education Assessment
    i. General Education information for Written Communication and Critical Thinking will be included in the 2023 OSRHE report as well as the General Education specific report.
    ii. The upcoming cycle of Diversity will be assessed through an artifact review and the Campus Climate Survey for Students (CCS-S). The CCS-S will be conducted in Spring of 2024 as part of the General Education assessment process, but mention of the DEI task force will be removed and only information directly related to Diversity as it applies to the assessment of General Education will be included.
III. UAT Assessment Award
    i. The new nomination process was piloted successfully. UAT hopes for more nominations next year through more advertising and establishment of the process.
    ii. The winner of this year's award will be announced at the December Convocation ceremony.
IV. Academic Program Review (APR) – A Pilot Approach
    i. The APR process has been launched. UAT and C. Francisco have met and will continue to meet with interested colleges and departments to answer questions as needed.
    ii. The list of programs upcoming for the 2025 APR cycle will be posted in Spring 2024 so that programs can begin preparing early.
V. Higher Learning Commission (HLC) 2023 reaffirmation visit – planning overview
    i. UAT and the Provost's Office have begun preparing information and resources for the accreditation steering committee. The formed committee will meet in late November. More information will be provided in the upcoming months about the progress made.
VI. Alumni Survey data collection process update
    i. UAT gave a description of the alumni survey process that will allow for alumni to be contacted through more than one email again in order to bolster the response rates received.

Current Discussion
I. Student Affairs Assessment initiative(s) progress update – T. Misener
    i. Todd Misener shared information about the Student Affairs assessment initiatives being conducted to better align with best practices of other universities. He explained the ways in which information is gathered about student engagement as well as the effectiveness of engagement on student retention.
    ii. Various questions were asked and discussed amongst the group.
    iii. It was mentioned that K. Loper is working closely with T. Misener on a research plan regarding this student engagement information.
II. Funding Guidelines on specifics of GA time/duties
    i. Existing "Guidelines for the Use of Assessment Funds:"

https://uat.okstate.edu/assessment/assessfundingguide.html

"3. Funding may be provided for student salaries and benefits if the students are hired to conduct assessment activities. Budget justifications should specify the number of students to be employed, the rate of base pay for each student, the percent of time and duration of employment, the assessment tasks to be completed by the student(s), and the person who will supervise the student(s). GRA/GTA duties must align with Graduate College guidelines for assistantship duties. In general, funding for GRAs/GTAs may not exceed .25 FTE and should not span longer than one semester without clear explanation for why more FTE or months of service are needed. Graduate students may be involved in the assessment of undergraduate student artifacts. […]"

ii. Maximum options:
- o 1 GA at .5 FTE (20hrs/wk) for 8 weeks,
- o 2 GAs at .5 FTE (20hrs/wk) for 4 weeks, or
- o 2 GAs at .25 FTE (10hrs/wk) for 8 weeks

iii. Lesser amounts of FTE or weeks will also be offered [e.g., .375 FTE (15hrs/wk), .125 FTE (5 hrs/wk), 2 weeks]

i. Through the discussion held regarding the language of funding for GRA/GTAs, the following suggestions were made:
1. Clarify that GRA/GTAs can not do the artifact reviewing. They are instead intended to aid faculty in analysis and other assessment related processes.
2. Use the language of "GRA/GTA" rather than "GA."
3. Add the options proposed above to the guidelines.
4. Add all of these changes to the funding request form itself.

Adjourn
Meeting adjourned at 2:51 pm motioned by A. Sanogo / seconded by J. Comer