

Advisory Committee on Academic Assessment

Minutes

March 17, 2015

Members in Attendance:

Joe Clark, Fashaad Crawford, Michealle Gabrovsek, Cesquinn Curtis, Julie Gabella, Meghan Harper, Cathy Mahrle, Donald Palmer, David Putman, Valerie Samuel, Kathy Spicer, Pamela Tontodonato, Patricia Vermeersch and Lindsey Westermann Ayers.

Members Absent:

Hadeel Akram, Regina Bond, Amanda Clark, Pratim Datta, David Dees, Erica Eckert, Deborah Huntsman, Gretchen Julian, Janeen Kotsch, Tasha Ledrich, Joan Meggitt, Ann Motayar, Mary Parr, Kimberly Peer, Lynette Phillips, Arina Shcheglova, Kathryn Strand and Artem Zvavitch.

1. Introductions/Welcome

1. January 2015 Meeting Minutes – Dr. Donald Palmer, motioned to approve, Dr. Pam Tontodonato seconded, the committee unanimously approved the minutes as circulated.
2. February 2015 Meeting Minutes – Dr. Pam Tontodonato advised to be consistent titles need to be listed for all names referenced and the need to correct the word “beign” to “begin” in the reference to Dr. Paul Gaston’s assistance in the Provost Office. Dr. Donald Palmer, motioned to approve, Pam Tontodonato seconded, the committee voted to approve after requested modifications are made to the minutes as circulated.

2. ACAA Updates

1. Provost Office

- Dr. Daniel Mahony, Dean, College of Education, Health and Human Services has accepted a presidential position at Winthrop University to begin July 1, 2015.
- Dr. Mary Ann Stephens will be retiring as Dean, Graduate Studies on June 30, 2015.
- Undergraduate Studies has launched a search for the Dean to be filled by July 1, 2015. Undergraduate Studies has also been renamed “University College” effective immediately.
- Search for VP Research
- Search for VP Advancement

2. Unit/Other Updates

- Dr. Amy Reynolds, Dean, College of Communication and Information is visiting campus the week of March 16. She will begin the new position on July 1, 2015.

3. Quality Improvement Activities - Group Discussion

4. Assessment Presentation

Fashaad Crawford advised there are an array of assessments currently administering with regards to student engagement, organization culture and climate. Dr. Gaston is looking to help streamline processes with regards to assessments.

1. Great Colleges

- This survey is currently underway. The staff in AAL are working on the response rate and how to get more participants to complete the survey. Timing seems to be an issue and is critical for faculty to complete in a timely manner. Surveys are being reviewed and one faculty survey was eliminated this past year to streamline assessments and timing of these as to not overburden faculty to complete surveys during the busy academic year schedule. President Warren is particularly interested in administering this survey as is Human Resources. There are several committees and events (IUC and Employee Appreciation, etc.) that specifically held by HR specifically targeting these needs and values the needs of employees. This data as a source of the start of launching that should be up-trending soon. Meghan Harper advised there is another survey being administered with regards to appreciation, events, etc. It appears to be sent from students with regards to Faculty Appreciation Week. In looking through email, it was verified the survey was sent from the Provost Office and is entitled “Working with Students from the Public Relations Tactics”. Many units fall under the Provost Office and this is great example of how information is disseminated from various offices with the need to revisit data being shared. The committee members advised there is a concern with so much information/surveys being sent to faculty, such as the Faculty Senate Survey for faculty to complete in a short time frame. Discussion was held with regards to if a person contacted doesn’t respond can another person be sent the survey as a replacement of the person who doesn’t respond? Lindsey would like to touch base with the company about the administration of these surveys to get a better sense of how the company could or should respond to gain a better response rate for these types of surveys. Fashaad addressed the use of information on our website and how that information needs to be administered and shared. One of Lindsey’s first responsibilities was to make sure the surveys were being administered properly and identifying information isn’t being shared which it was in the past. She has submitted IRB protocols for approval to be sure this information is current as we need to follow appropriate protocol.

2. COACHE Update

3. Collegiate Learning Assessment (CLA+)

- Graduating seniors are now taking the assessment. Lindsey is asking that committee members to communicate this information with regards to the CLA+ by disseminating a flyer to share with faculty in their respective areas to gain a larger population to complete the survey.
- Fashaad Crawford and Kathy Spicer explained the WEAVEonline replacement data management system and how the university will be migrating to a new system. AAL will be sending information to WEAVEonline users asking them for data in the interim as a new system is chosen and the migration to a new data management system is created through an RFP. Each program will be asked to complete data through an interim process instead of entering data into the WEAVEonline system. The consideration of a new data management system will allow for current information to be inputted into the appropriate system. Kathy explained the forms and template that will need to be followed for data collection with communication with program coordinators and faculty within those program areas providing valuable information that should be submitted on the template. The challenge in any process in gathering data is the knowing who the contact person is within program areas or specific units. A contact person is crucial in getting the template updated. The form can be expanded to include as much necessary data to be included for a program area to complete this request for information. The data management system change will help in compiling the HLC report due in May 2016 listing the actions that we are taking to improve to be in line with the consistency of our assessment. Paul Gaston will be assisting with this process and working with faculty groups across campus. The new management system will have a mapping feature to assist colleges, programs and courses.

4. Other

5. New Business

- General Education
- Survey Approach

6. Old Business

5. Discussion

1. Meeting Adjournment - meeting adjourned at 12:00 p.m.