

University Assessment Committee Minutes
April 1, 2011
1-2:30 PM/ A&S Deans Conference Room

Attending: Carol Gittens, Bruce Lescher, Monica Parikh, Cynthia Mertens, Chris Bachen, Steve Lee, Rob Covich

Approval of March 4th, 2011 meeting minutes - Approved

Discussion of “Guidelines” Appendices A – C

Appendix A (Guidelines for Mission, Goals and Objectives).

- Appendix A functions as a definitions document, with the definitions progressing from generic examples to specific SCU examples.
- The suggested readings (with additional references added) will be converted to hyperlinks when the PDF is turned into an interactive web page.
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- Other proposed edits were accepted.
- It was recommended that the Overview of Process statement “*Programs are expected to submit an Annual Assessment Report to the Dean and the Office of Assessment on a date to be determined by the Dean each year but no later than March 31. Annual Assessment Reports must follow the same format (See Appendix D: Guidelines for Annual Assessment Report.)* be repeated in Appendix A.
- Another topic discussed was the statement “*The number of goals and associated objectives should be manageable so that the program can monitor and assess the full set of goals and objectives between Program Review Self Study years.*” (p. 8). This paragraph will now reflect that programs may vary in the number of goals and objectives they have for student learning. Also, it will be stated that annual and cyclical evaluation processes (e.g., Faculty Activity Reports, Program Review) will take care of the evaluation of Scholarship and Service goals and objectives.
- It was recommended that there be a foot note acknowledging the 8 year Program Review cycle (and that it may be different for programs with professional accreditation).
- It was also suggested to add an example of a full document which includes the Mission Goals and Objectives for all four domains.

Appendix B (Guidelines for Curriculum Alignment Matrix)

The discussion focused mainly on two general ideas: 1) the matrix should encourage an analysis of the curriculum to identify courses that may not align with the program learning goals and objectives and to identify where in the curriculum the program can look for direct evidence data of student learning, and 2) if you change your program, you should change your matrix.

Appendix C (Guidelines for Assessment Plan)

The discussion of this Appendix centered on how we can make the guidelines document maximally useful to programs when designing their assessment plans. Appendix C already presents a table that encourages the representation of a timeline for selecting and assessment program learning goals and objectives. This will be retained. Two other support “tables” will be added to the appendix to provide programs with examples of how to schedule assessment efforts during the academic year. The main purpose of this first table would be to send the message that as one project comes to an end and is being discussed at the beginning of the subsequent academic year, another project is initiated (in other words, there is a temporal overlap in assessment endeavors).

Fall

- Revisit findings and response letters from Office of Assessment regarding Year W
- Select Learning Objectives & data source for current year's assessment project (Year X)
- Discussion findings from Year W (previous year); Wrap up / select actions items based on findings from previous year (Year W)

Winter

- Collect and analyze data for Year X
- Modifying MGO and Curriculum Alignment Matrix, Assessment Plan documents as necessary based on findings from Year W.

Spring

Write report documenting activities for Year X, summarizing findings and action items for Year X if possible, and /or summarizing findings and action items from Year W (prior year).

Fall

- Revisit findings and response letters from Office of Assessment regarding Year X
- Select Learning Objectives & data source for current year's assessment project (Year Y)
- Discussion findings from Year X (previous year); Wrap up / select actions items based on findings from previous year (Year X)

A second table is a suggested timeline for assessing all program learning goals and objectives in the years between Program Review Self Studies.

A sample "8 Year" Time Line includes:

- Year 1 - Action Plan Implementation (revise MGO and Matrix Assessment Plan)
- Year 2 - Student Learning Objectives
- Year 3 - Student Learning Objectives; implement year 2
- Year 4 - Student Learning Objectives; implement year 3
- Year 5 - Student Learning Objectives; implement year 4
- Year 6 - Student Learning Objectives; implement year 5
- Year 7 - Program Review Year
- Year 8 - Program Review Year

Plans for next UAC meeting:

Carol will send out minutes and another revision of whole Guidelines document. Members are asked to edit the file and prepare notes for discussion at May 6th meeting. File will be edited during the meeting. Plan to submit revised Guidelines document to Academic Affairs Committee during week of May 9th.