

University Assessment Committee  
Minutes

December 6, 2011  
8:00-9:15 a.m.

Location: **Brandeis 112 (Conference Room)**

I. Announcements

- a. Medical School Accreditation Site Visit, October 16-19, 2011, preliminary comments were shared. Final report will be received in spring 2012.
- b. University Policy on Annual Assessment is scheduled for review at the December 8<sup>th</sup> Faculty/Academic Council meeting. Update: University Policy on Annual Assessments (4.2.5) has been adopted.

II. Committee Reports/Updates/Work-in-Progress (reports/discussion led by chairs)

- a. Bridging Curricular and Co-Curricular Learning (Teresa Cochran): The committee is co-hosting, with the Professional Development Committee, a December 7<sup>th</sup> workshop for co-curricular staffing. This workshop will introduce and encourage the mapping of program goals to University-level Learning Outcomes. Other committee discussions include the potential/need for a co-curricular taskforce on assessment.
- b. Professional Development (Katie Huggett): The committee is providing facilitation for the December 7<sup>th</sup> workshop and will use the feedback from this session to plan a spring workshop, extending the conversation. The committee will review the group's needs in developing the next workshop and explore inviting in a speaker for the workshop.
- c. Peer Review and Policies (Brenda Coppard): The committee is building upon its October conversation with Gary Meyer, Marquette University, in designing for spring pilot a Creighton University Peer Review process.

III. Current Initiatives

- a. Assessment website redesign: Brian Kokensparger has been working with the AEA to help redesign the assessment website; with faculty more fully engaged in all levels of campus assessment, "just-in-time" resources is a necessity. A draft outline of the website was presented, discussion ensued, and the UAC encouraged continued development of the site for spring 2012.
- b. Annual request for assessment information: We will begin collecting the 2010-2011 annual assessment data by February 1 with reports due in early March. Requests for reports will be communicated via email and written memo. Reports will request completion of the 6 ULO reports, program-level assessment reporting and possible updated Dean's Reports on Catholic-Jesuit Mission. Draft request will be shared at January meeting.

IV. Updates on assessment-related initiatives

- a. Electronic Assessment Reporting System Taskforce: The taskforce has completed the campus visits, collected feedback from session attendees, and

formulated a recommendation. This recommendation will be submitted for review by the Information Technology Steering Committee at their January 27, 2012 meeting.

- b. ULO data collection (dSpace): Richard Jizba has made some modifications to allow for more complete reporting by each school and college. As part of the 2010-2011 annual report submission, each unit will be asked to verify, edit, or update their information.
- c. Program Template (Program Grid on assessment page): This information is not yet complete. Updates and missing information will be the focus of the 2010-2011 reporting cycle.
- d. HLC Taskforce: This group continues to meet monthly and is currently working to develop an evidence file for our next accreditation visit and identifying gaps in current university policies (e.g., credit hour).

**Remaining 2011-2012 Meeting Dates (Tuesdays 8:00-9:15):**

January 24 Proposed meeting topics: LMS Assessment component; invite Registrar to attend.

February 21

March 20

April 17