

## University Assessment Committee

### Minutes

Tuesday, December 4, 2018; 8:15-9:15 a.m.; **Harper 3029**

#### Action Items:

#### I. Reporting out of findings/recommendations from HLC Assurance Argument & Final Report:

##### a. Criterion 1: Academic Program Review Subcommittee

- This criterion is on the mission – we thought they did a good job. It's very thorough. We didn't have any recommendations for changes. We have that it is a reaffirmation and add a data point.

##### b. Criterion 2: HLC / Policy Committee

- This criteria is about integrity, ethics, and research. Last time, we had some hiccups with the student survey and we need to address how we're doing our top line reports. We will need to update the reorganization of the Board and faculty handbook updates.

##### c. Criterion 3: Peer Review

- The committee looked at the report and didn't see any needed changes. It looked pretty good. Just wondering if some edits need to be made to include:
  - Phoenix – Branch Campus – file first phase in 2020, 2021 visit.
  - KingFisher Institute and how it impacts students
  - Integration of AEA and CAI into TLC
  - How these all link to the strategic plan
- 3A – Distance
  - parity with Phoenix
  - parity and how we distinguish between bachelors and masters programs

##### d. Criterion 4: Evaluation and Improvement

- Academic Program Review – we need to know where we are on the process. Has the Provost acted on reviews from last year? We need some follow-up in terms of implementation. LuAnn can get the table of program reviews to the committee. Assessment is at the top of the list for the TLC. Follow-up on actions items as these get discussed.
- No longer have a contract with Gallup.
- Assessment needs to be 100%. Need to increase the number of programs meeting expectations. We need examples of how assessment findings are used to revise or improve curricular and/or co-curricular experiences.
- We need to be mindful of how we report quality and data on students. We are planning on a Grad student survey. Ying recently went over questions that can be used for the survey. Wondering if we can use Gallup or Jesuit survey questions. We will also reach out to specialized programs on their surveys. We are also getting information from the survey on surveys.
- Call for assessment reports went out to Deans and Associate Deans. The letter was rewritten to make it more concise. We need to get the Provost to say it's important to submit reports for accountability. Need more examples of what programs are doing, not just filing. Case studies on how programs are using data would be good. Can we report the changes and how they were made that are reported in the Custom Requirement

Report to show changes? Then report this information in addition to the numbers in the annual report. We could have a roster for case studies for different programs.

- Improvement 4C – The cost of tuition may be a barrier for students and may affect retention. Also, noted an issue of diversity with faculty and students. Spoke to Chris Whitt on Gallup survey answer about feeling safe and what to do if a harassment issue is brought up. Could invite Chris to a meeting to discuss his initiatives and processes to meet these issues.
    - Brenda will draft a summary of all criteria and report at next meeting.
  - Undergraduate retention rate is at 88% right now – don't know actual cause of dip-down. Dr. Mary Chase has pulled together a group to go over the data. The data is being analyzed to make sure we're counting students correctly – examples: count study abroad students, count students at correct time to capture true enrolled students. Every student matters, even 1 or 2 students can affect the retention rate. Retention is very important!
- e. Criterion 5: Professional Development Subcommittee
- Planning – updates of strategic planning, budgeting, forecasting and what we're doing in Phoenix will all be updated in criterion 5. Derek Scott has plans and will share a blueprint in January. Board information also updated here. A piece on Institutional Effectiveness is in this criterion and we need to think about what survey data points we will use without the Gallup survey. Jan Madsen will help with criterion 5. She's looking at metrics for the plan – looking at Phoenix and what it costs, looking at the revenue generated and make it more efficient.

## II. Case Study Opportunity

- a. Examples from other universities (Alverno College, Capella University, Carnegie Mellon University, Colorado State University, and Texas A&M International University)
- Used information from the National Institute for Learning Outcomes on Assessments – the web site has around 12 case studies that give the story of context – how they used outcomes to improve student learning. We would like to find a few curricular and co-curricular programs to do case studies. They don't need to be as long as the examples, but will showcase what the programs did to improve. We could have one undergraduate, one graduate, two co-curricular. Maybe look at high, medium and low examples or look at programs that successfully closed the loop. If choosing low programs are we prepared to offer support for low performers. What if the issue is lack of staffing or just not understanding about assessment, which would be a different type of support.
  - The super user group could help support in some areas.
  - TLC help support in other areas
  - Co-curricular practices like SWIFT (Strengths, Weaknesses, Inconsistencies, Findings, and Teachable Moments) analysis to reflect on the assessment process.
  - Should there be incentives and a name that gives more focus on it that faculty can put on CVs – make it more high status. Assessment brand, stipend or lunch with the Provost or an Assessment Award.
    - Work group to flesh out ideas – Brenda Coppard, Jean Hearn, Deb Ford, Sarah Oliver, and Gail Jensen.

### III. Committee Updates

- a. Academic Program Review (Jean Hearn, Chair with committee members: Margaret Jergensen, Bruce Mattson, Patty Scholting):
  - i. No report.
- b. Peer Review :
  - i. Official call for annual reports in TaskStream/WaterMark was sent to Deans and Associate/Assistant Deans. Due date is Jan. 30, 2019.
- Hard close of January 30<sup>th</sup> (will actually close Feb. 1<sup>st</sup>) – this opens 2 months for peer reviews. Making peer reviews more efficient – reviewers set up in groups of 2 (one faculty and one staff) who will meet in person to do the reviews and reconcile them on the spot.
- We will share the delinquent list by January 15<sup>th</sup>. It is possible to give extensions if needed, but really don't want to do more than two weeks and we need to know if an extension is needed prior to January 30<sup>th</sup>. We need accountability, so program will have to say why they need an extension.
- We may need to consider two schedules, especially for programs like Magis Core that involve much more than a single department/program.
- We need to look at alternative assessment reporting for top programs – could implement a pilot next year.
- ii. TaskStream/WaterMark Super Users :
  - 1. Developing a TaskStream/WaterMark training session for new & current users.
- We are holding two sessions this week for TaskStream training.
- c. Professional Development (Angie Lampe, Sarah Lux, Co-Chairs with committee members: Patrick Borchers, Rachel Gibson, Mary Emmer, Alicia Klanecky, Jose Miguel Lemus):
  - i. Spring program planning is being completed – will co-sponsor with TLC
- d. UAC Taskforce, Policy, Strategy, and HLC updates (Gail Jensen with committee members: Jim Bothmer, Cassie Eno, William Leggio, Dave Ramcharan, Curtis Taylor):
  - i. HLC date: July 19, 2021
- ii. Phoenix Timeline
  - There will be a revision of the Phoenix timeline next semester.
- iii. Revision of Academic Program Review Policy/Procedure: LuAnn
  - LuAnn still working on the revision. We may need a couple of people from this group to look at the revised policy.

### IV. Announcements

- a. AJCU Creighton Assessment Conference: July 15-17, 2020

## **Resources:**

- [The 2019 Assessment Institute](#)  
Indianapolis IN, October 13 - 15, 2019  
Scope: National/International  
Audience: Discipline Based, Multidisciplinary, Student Services, Institutional Research, Assessment Officers, Administrative Officers  
Conference Hotel: [Indianapolis Marriot Downtown](#) at 350 West Maryland Street
- [The 2020 Assessment Institute](#)  
Indianapolis IN, October 25 - 27, 2020  
Scope: National/International  
Audience: Discipline Based, Multidisciplinary, Student Services, Institutional Research, Assessment Officers, Administrative Officers

## **2018-2019 Suggested Practices/Reminders:**

- Share articles of interest and best practices for learning and assessment
- Those unable to attend the UAC meetings may ask another to serve as their Proxy
- UAC members may invite guests to attend the monthly meetings

**2018-2019 UAC Meeting Details:** All meetings will be on Tuesdays and run from 8:15-9:15 a.m.

University Assessment Committee (2018-2019) Tuesdays		
Date	Time	Location
Feb. 12	8:15-9:15 a.m.	Skutt 105
Mar. 12	8:15-9:15 a.m.	Skutt 105
Apr. 9	8:15-9:15 a.m.	Skutt 105
May 14	8:15-9:15 a.m.	Skutt 105

UAC Chairs Meetings (2018-2019)		
Date	Time	Zoom Link
Feb. 5	1-2 p.m.	<a href="https://creighton.zoom.us/j/392349634">https://creighton.zoom.us/j/392349634</a>
Mar. 5	1-2 p.m.	<a href="https://creighton.zoom.us/j/755382650">https://creighton.zoom.us/j/755382650</a>
Apr. 2	1-2 p.m.	<a href="https://creighton.zoom.us/j/866867842">https://creighton.zoom.us/j/866867842</a>
Apr. 30	1-2 p.m.	<a href="https://creighton.zoom.us/j/729555981">https://creighton.zoom.us/j/729555981</a>