

Assessment Council Minutes

Spring 2016

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Assessment Council Meeting Minutes

January 11, 2015, 2:30-3:30 p.m.

University Center, Spruce C

Members: (yellow highlight indicates those in attendance)

Mark Anderson, Faculty Senate Representative

Jill Bezyak, College of Natural and Health Sciences Representative

Kim Black, Assessment, Council Chair

Jeremy Davis, Student Engagement Representative

Lyda Ellis, University Libraries Representative, Assessment Fellow

Jubal Fulks, College of Performing and Visual Arts Representative

Brian Johnson, College of Education and Behavioral Sciences Representative

David Kendrick, Center for the Enhancement of Teaching and Learning

Michael Klitzke, Enrollment Management and Student Access Representative

Heng-Yu Ku, College of Education and Behavioral Sciences Representative, Assessment Fellow

Jay Lightfoot, Monfort College of Business Representative, Assessment Fellow

Chris Marston, College of Humanities and Social Sciences Representative, Assessment Fellow

Julie Sexton (1/11 meeting facilitator), Assessment, Assessment Fellow

Eugene Sheehan, Provost's Leadership Team Representative

Stephanie Torrez, University College Representative

Renee Welch, Student Engagement Representative

1. Welcome new member: Jubal Fulks, representing PVA for Jason Byrnes who is on sabbatical
2. Approved 12/14/15 minutes
3. Announcements/Updates
 - a. ILO Committee Plan – Chris reported committee met weekly and will propose revised ILOs for the February Assessment Council meeting. The committee is using LEAP and DQP as reference points.
 - b. New Faculty Breakfast, Feb. 9, 8-9:30 a.m., Holmes, facilitated by Faculty Assessment Fellows
4. Discussion Items
 - a. Institutional Learning Outcomes Project Plan Process - Julie provided an overview of the process and shared printed copies of a plan template.
 - b. ILO Plan – Members completed the plan, including the following elements:
 - i. Electronic communications (when, from whom, to whom, frequency) – Initial email to campus by mid-February.
 - ii. Face-to-face communications for informational purposes (when, what campus bodies, who should conduct presentations) – identified 15 stakeholder groups and volunteers to make presentations. Schedule presentations by February 1. Assessment Office will provide presentation content for a consistent message.
 - c. Feedback collection – Conduct survey of faculty, staff, and students for feedback on first draft of ILOs (completed by mid-March). Analyze results and make revisions as necessary (end of spring semester). Schedule focus groups for feedback on second draft (June-September). Revise as needed.
 - d. Survey – members discussed survey content and format.

- e. Focus group meetings – members began initial conversations about structure and format.
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Assessment Council Meeting Minutes
February 8, 2:30-3:30 p.m.
Candelaria 1100

Members: (yellow highlight indicates member present)

Mark Anderson, Faculty Senate Representative

Jill Bezyak, College of Natural and Health Sciences Representative

Kim Black, Assessment

Jeremy Davis, Student Engagement Representative

Lyda Ellis, University Libraries Representative, Assessment Fellow

Jubal Fulks, College of Performing and Visual Arts Representative

Brian Johnson, College of Education and Behavioral Sciences Representative

David Kendrick, Center for the Enhancement of Teaching and Learning

Michael Klitzke, Enrollment Management and Student Access Representative

Heng-Yu Ku, College of Education and Behavioral Sciences Representative, Assessment Fellow

Jay Lightfoot, Monfort College of Business Representative, Assessment Fellow

Chris Marston, College of Humanities and Social Sciences Representative, Assessment Fellow

Julie Sexton, Assessment, Assessment Fellow

Eugene Sheehan, Provost's Leadership Team Representative

Stephanie Torrez, University College Representative

Renee Welch, Student Engagement Representative

1. 1/11/16 minutes approved
2. Announcements/Updates
 - a. Assessment Fair Call for Proposals posted and distributed.
 - b. Provost approved new funding for 16/17 Assessment Mini-Grants.
 - c. Provost approved funding for 3 new and 1 continuing 2016-2017 Faculty Assessment Fellows.
3. Discussion Items
 - a. Reviewed and finalized Institutional Learning Outcomes Draft 1 (see attached revised document).
 - b. Reviewed and revised ILO FAQ (see attached).
 - c. Reviewed and revised PowerPoint for stakeholder presentations (see attached).
 - d. Kim reported that ILO website is under development. ([Return to Contents](#))

Assessment Council Meeting Agenda

March 7, 2:30-3:30 p.m.

UC Aspen B

Members: (yellow highlight indicates members present)

Mark Anderson, Faculty Senate Representative

Jill Bezyak, College of Natural and Health Sciences Representative

Kim Black, Assessment

Jeremy Davis, Student Engagement Representative

Lyda Ellis, University Libraries Representative, Assessment Fellow

Jubal Fulks, College of Performing and Visual Arts Representative

Brian Johnson, College of Education and Behavioral Sciences Representative

David Kendrick, Center for the Enhancement of Teaching and Learning

Michael Klitzke, Enrollment Management and Student Access Representative

Heng-Yu Ku, College of Education and Behavioral Sciences Representative, Assessment Fellow

Jay Lightfoot, Monfort College of Business Representative, Assessment Fellow

Chris Marston, College of Humanities and Social Sciences Representative, Assessment Fellow

Julie Sexton, Assessment, Assessment Fellow

Eugene Sheehan, Provost's Leadership Team Representative

Stephanie Torrez, University College Representative

Renee Welch, Student Engagement Representative

1. 2/8/16 minutes approved.
2. Announcements
 - a. Assessment Mini-Grants – distributed call for proposals
 - b. 2016-2017 Faculty Assessment Fellows – position announcement distributed. Deadline for applying – April 1.
 - c. AACU General Education Assessment Institute – Provost approved funds to send a team in June.
3. Discussion Items
 - a. Assessment Fair Volunteers – Requested volunteers to help staff the event. Michael, Chris, David, and Jeremy volunteered. Kim will follow up with details regarding times and responsibilities.
 - b. ILO Presentation Reports
Those who presented to different campus groups shared how presentations went. Presentations were made to Faculty Senate, Office of Student Engagement Directors, Graduate Council, Undergraduate Council, and Liberal Arts Council. Generally, most groups reacted positively to the project. Graduate Council asked if they could send a representative to serve on the Assessment Council. Kim contacted the Graduate Council to share remaining meeting dates for this semester and to request that they provide a name for a representative to join the Assessment Council for AY16-17.
 - c. ILO Survey Update
Kim provided preliminary results. Scaled item responses were generally supportive of all statements. There are extensive comments that should prove helpful in revising next draft.
 - d. Membership for 16/17
Kim requested that members not intending to serve on the Council next year let her know. She will follow up with an email request. ([Return to Contents](#))

Assessment Council Meeting Agenda
April 11, 2016, 2:30-3:30 p.m.
UC Aspen B

Members: (yellow highlight indicates members present)

Mark Anderson, Faculty Senate Representative

Jill Bezyak, College of Natural and Health Sciences Representative

Kim Black, Assessment, Chair

Jeremy Davis, Student Engagement Representative

Lyda Ellis, University Libraries Representative, Assessment Fellow

Jubal Fulks, College of Performing and Visual Arts Representative

Brian Johnson, College of Education and Behavioral Sciences Representative

David Kendrick, Center for the Enhancement of Teaching and Learning

Michael Klitzke, Enrollment Management and Student Access Representative

Heng-Yu Ku, College of Education and Behavioral Sciences Representative, Assessment Fellow

Jay Lightfoot, Monfort College of Business Representative, Assessment Fellow

Chris Marston, College of Humanities and Social Sciences Representative, Assessment Fellow

Julie Sexton, Assessment, Assessment Fellow

Eugene Sheehan, Provost's Leadership Team Representative

Stephanie Torrez, University College Representative

Renee Welch, Student Engagement Representative

1. Approved 3/7/16 minutes
2. Announcements and Updates
 - a. 2016-2017 Faculty Assessment Fellows – reviewing applications and will announce new fellows to campus after selection process concludes.
 - b. AACU General Education Assessment Institute – application was accepted. A team of seven faculty and administrators from UNC will attend.
 - c. 2016 Assessment Fair – Julie and Lyda working on evaluation of the Fair. Lyda will be working on restructuring in 2017 as part of her new role as Senior Faculty Assessment Fellow.
 - d. ILO Website - <http://www.unco.edu/institutional-learning-outcomes/> - the website is live.
3. Discussion Items
 - a. 2016/2017 Housekeeping
 - i. Meeting Times – most present would be able to continue meeting the second Monday of each month from 2:30-3:30; however, there were a couple of people with teaching conflicts. Kim will send a brief survey and select a time that works for the largest number of people. If any current members are unable to attend at that time, Kim will work with that member to find a replacement to represent her/his designated area.
 - ii. Membership – there were no resignations from the Council for 2016/2017.
 - b. ILO Project
 - i. ILO Survey Preliminary Results – Julie shared preliminary findings from analysis of the open-ended questions. Julie distributed a handout and discussed emerging patterns. The document distributed in the meeting focused on one category and served as a prototype for the other categories. Julie shared that some respondents seem to be confused about the difference between institutional and LAC learning outcomes.

- ii. The Council agreed on the following decisions regarding the report format.
 - Julie’s proposed format works well in presenting the information.
 - In the second draft, we may need to rethink use of the term “liberal arts” to minimize confusion.
 - In the interest of transparency, we will publish both the summary of findings as well as the complete list of comments (after removing any personally identifying information).
 - In Draft 2, we will highlight places where survey results were used to make changes.
 - Kim will draft a document clarifying the difference between various levels of learning outcomes (program, LAC, ILO, etc.).
 - iii. Kim will share a link to a *Chronicle* article about improving general education that may be relevant for the ILO project.
 - iv. Mark, Stephanie, Lyda, Jeremy, Ku, Chris, Kim volunteered to work on the ILO 2nd draft
 - v. Jeremy, Mark, Lyda, Renee, and Julie volunteered to work on planning and/or facilitating the ILO Open Forums for Staff. Jenna Finley, who has previously served on the Assessment Council, had expressed an interest in assisting with the project. We will contact her to see if she is still interested and available.
- c. Assessment Mini-Grants
- We reviewed the proposals that were received by the deadline and approved funding for all. There are funds remaining to sponsor 4-5 additional grants. The Council suggested re-opening the proposal process and keeping it open until all funds are awarded.

We also discussed several potential process improvements, including the following:

- Publish a full proposal on the website as an example, either an existing proposal (with permission) or a mock sample proposal
- Send call for proposals to chairs and directors in the future in addition to current practice of sending to Deans and AVPs for distribution
- Target people ahead of program review or after
- Adopt a rolling application until September

In fall, the Council will work on improving the current process for and also create a more formal role for the Council in the review process. ([Return to Contents](#))