The Minutes of

UNIVERSITY ASSESSMENT COMMITTEE

OF

ARKANSAS TECH UNIVERSITY

The University Assessment Committee met Thursday, February 27, 2014 at 3:00pm in room 325 of the Ross Pendergraft Library. The following were present:

Dr. Monica Varner (Chair)	Ms. Audra Porter	Dr. Patricia Buford
Dr. Stephen Jones	Mr. Wyatt Watson	Mr. Bruce Sikes
Dr. Annette Holeyfield	Dr. Lucas Maxwell	Dr. Ivan Still
Ms. Marilyn Johnson	Ms. Antonette Stuckey	Mr. Ken Wester
Dr. William Hoefler	Dr. Mary Gunter	Dr. Jason Warnick
Mrs. Shauna Donnell	Dr. Hanna Norton	

Absent:

Dr. Tim Carter	Ms. Amy Pennington	Dr. David Roach
Dr. Robin Lasey	Mr. Clay Wylia	

Guests:

Dr. Mona Chadwick, Center for Leadership and Learning

Dr. Jeff Woods, College of Arts and Humanities

Mrs. Brittny Daubenheyer, Student Services

Ms. Theresa Motley, Office of Information Systems

Mr. Daniel Riedmueller, Student Accounts

Call to Order   Dr. Varner called the meeting to order.

Approval of

Minutes: December 12, 2013 minutes approved by the UAC.

Introduction: Committee members and guests went around the room and introduced themselves. UAC notebooks containing pertinent assessment information were handed out and are to be returned at the close of each UAC meeting.

Old Business: **Student Services SSI and Assessment Conference Grant:**

Ms. Daubenheyer briefly described the recurring Noel-Levitz Student Satisfaction Inventory. She explained how the inventory has been used to improve the safety and security of ATU students after results were analyzed from a previous SSI. The UAC reviewed the grant application and approved the grant.

General Education Program Information:

Dr. Varner answered questions on the General Education Goal Civic Involvement criteria which were approved by the General Education Committee. Dr. Varner and Dr. Warnick described their pilot study Giving Back: Academic Service Learning. The pilot study is an academic experiential learning activity and collaborative partnership with Student Services. The General Education Program Evaluation Rubric (2014), approved by the General Education Committee was approved as a living document. The form is designed to evaluate the General Education program which includes feedback from all stakeholders. The Continuous Improvement Annual Report was also approved by the General Education Committee, the form is designed to assist faculty and departments with General Education Continuous Improvement plans. No recommendation for changes were provided. The General Education Goal Civic Involvement will be reviewed by the Curriculum Committee, Faculty Senate, and the Office of Academic Affairs before final approval.

Presentation: **Course, Program, and General Education Assessment System (CPGE):**

Wyatt Watson demonstrated the Course, Program, and General Education Assessment System, also known as the "CPGE" system. The CPGE system allows for the tracking of students throughout their academic careers at ATU by allowing a user to input student data and their pass/fail rates (or degree to which the student passed or failed) of learning/course objectives. ATU's ARGOS software can display an infinite number of trends depending on the parameters you tell it to display (GPA, demographic information, standardized test score information, etc…) ARGOS can link CPGE goals to program goals, as well as goals for

accrediting bodies. The CPGE system is set up to do academic program assessment, but cannot perform office assessment as of yet. Drs. Holeyfield, Buford, and Jones also demonstrated their use of the CPGE system for program assessment.

New Business: **March Agenda:**

We will be reviewing the Assessment Peer Reviews for TracDat reports by Professional Studies and their addition to the CPGE system.

Graduate College Assessment Plan:

The Graduate College has identified 9 goals for 2013-2015. The assessment plan can be viewed under the Faculty Resources tab of the Graduate College homepage. Dr. Gunter shared that strategic planning for the Graduate College is in progress.

Adjournment   The meeting adjourned at 4:47 p.m.

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Minutes of the
ASSESSMENT COMMITTEE
OF
ARKANSAS TECH UNIVERSITY
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The Assessment Committee met Tuesday, April 22, 2014 at 3:00 p.m. in Room 456 of the Rothwell Building. The following members were present:

Dr. Monica Varner, Chair	Dr. Tim Carter
Ms. Annette Stuckey	Dr. Hannah Norton
Dr. Mary Gunter	Dr. Willie Hoefler
Dr. Ivan Still	Ms. Marilyn Johnson
Mr. Wyatt Watson	Ms. Audra Porter
Dr. Patricia Buford	Dr. Jason Warnick
Ms. Shauna Donnell	Mr. Ken Wester

Dr. Jeff Aulgur, Mr. Ron Hutain, and Ms. Ashley Bennett were visitors.

CALL TO ORDER

Chair Varner called the meeting to order and asked for a motion in regard to the minutes of the February 27, 2014 meeting.

APPROVAL OF MINUTES

Dr. Carter noted the date on the minutes read 2013 instead of 2014. Dr. Varner asked for a motion to approve the minutes with the date changed to 2014.

Motion by Dr. Norton, seconded by Dr. Warnick, to approve the minutes with the date changed to 2014. Motion carried.

NEW BUISNESS: REPORTS AND ANNOUNCEMENTS

Dr. Varner distributed an Assessment Grant proposal by Dr. David Ward of Behavioral Sciences. The grant proposal is in regard to Psychology 2003's involvement in the John Gardner Institute's Gateways to Completion program (G2C). G2C's main objective is to identify courses that student's typically have difficulty passing and redesign the course to improve student learning and pass rates. Psychology 2003 has been identified as one of five courses that was selected for review as well as Accounting 2003, Biology 1014, History 1903, and Math 1113. Dr. Varner explained how G2C closes the loop of student success and completion. Assessment grants must have a strong assessment piece and psychology has requested assistance from the Office of Assessment and Institutional Effectiveness with the assessment process. The psychology assessment grant application asks for travel funds for faculty to be trained in Supplemental Instruction which will provide additional assistance for students in the course. The SI program will be assessed to determine the impact on student learning.

Dr. Norton elaborated on Supplemental Instruction. She said Supplemental Instruction uses student facilitators to lead discussion and study sessions. These facilitators are either in the same class as the other students, or have taken the class successfully in the past. Student Facilitators are not there to give the answers; however, it is their job to figure out the best way to navigate the information. Students are encouraged to learn from each other and participate in peer to peer interaction. Dr. Norton hopes to collaborate with Student Services and implement Supplemental Instruction in the five G2C courses. She commended the psychology department's initiative to implement Supplemental Instruction in their G2C course.

Dr. Varner shared she could see no main issues to address in the grant application. Supplemental Instruction would be developed for Psychology 2003 in the fall of 2014

and implemented in spring 2015. Dr. David Ward has submitted a Gantt chart and will present the results to the Assessment Committee meeting in fall 2015.

Dr. Gunter asked if the answer N/A under Repeated Request on the grant application means no. Mr. Watson said Yes, N/A means no. Mr. Watson went on to caution the committee about paying for travel. For example, if he wanted to go to a Banner conference, Assessment funds would not be appropriate. Mr. Watson clarified if assessment is not the main drive, the trip should not be paid out of the assessment budget. However, the application for Psychology 2003 clearly has an assessment component. Mr. Watson was also concerned about the travel dates. Dr. Norton clarified the dates of May 22-24 indicate nights spent, resulting in a full travel time of May 22 – 25, 2014.

Dr. Varner specified the traveler would not be reimbursed without appropriate receipts. She also said the Travel office does a good job checking the details of faculty travel.

Motion by Dr. Warnick, seconded by Mr. Watson, to approve the assessment grant application by Dr. Ward. Motion carried.

ASSESSMENT

Dr. Varner stated there are four due dates for university offices assessment reports, April 1, July 1, October 1, and January 1. She stated university offices are beginning to select their due dates for submission of assessment reports. It is important for Academic Assessment to have two due dates, July 1 or October 1. There are currently 120 degrees in the academic degree assessment process. Thirty-nine degrees are nationally accredited, licensed, or certified, 80 degrees will undergo external program reviews coordinated by the academic departments. The Higher Learning Commission (HLC) during their last visit recognized that student learning assessment is not incorporated into all academic program reviews. This has led to a change in the curriculum proposal process. Currently, program reviews have two reviewers, one on-site campus visit and one off campus program review. Assessment of student learning is to be included in all accredited and non-accredited programs. This will provide an accountability process, and keep the programs aligned with HLC and ADHE. Dr. Varner said that not every department has a formalized assessment plan, and departments have various degrees of assessment, as well as varying degrees of assessment knowledge. She commended Professional Studies for their inclusion of assessment in their courses, as evidenced by their syllabus. Course syllabi included artifacts and assessment points. Some academic programs do not have an assessment plan or process. Dr. Varner would like to create a manageable assessment cycle for the committee, resulting in 10-12 degrees reviewed each year. Most program review cycles are every 7 years.

Dr. Varner talked about the new Assessment Specialist position that is currently accepting applications. This specialist will help university personnel maneuver through assessment systems and assist with accountability reporting. The specialist will also work with programs on the Ozark campus while aiming to eliminate redundancy. Ozark has 27 programs and some programs duplicate data entered in TracDat. Dr. Varner wants to make the assessment process more manageable for everyone.

Dr. Varner has been working with Dr. Aulgur since August using the CPGE format to assess the BPS program. Dr. Varner said she will support any assessment approach the department wants to use, TracDat with department method or TracDat with CPGE method. Drs. Varner and Aulgur agreed to have open and honest communication before they started the evaluation review of BPS. She evaluated the TracDat 4 column report and looked for assessment gaps guided by the evaluative rubric. The BPS TracDat reports did not include a Continuous Improvement plan. Dr. Aulgur was grateful for Dr. Varner's help and appreciated the feedback.

Using the Continuous Improvement Report and Plan, Drs. Varner and Aulgur were able to redesign the assessment plan and process for BPS. Dr. Aulgur said he was specifically able to use a question regarding Changes for the Next Year (#5). He mapped the degree, and then figured out how departmental objectives fit. Dr. Aulgur started evaluating three courses (PS 3143, 3003, 4003) and then incorporated two more (PS 3133, 3023). Dr. Aulgur wants to track student learning to identify any disconnects and wants to have tangible evidence of student learning.

Dr. Varner explained the assessment process. She said the first step is to evaluate the original program. If she finds gaps, such as no curriculum mapping, no aligning with the outcome, and missing assessment information and data, she makes recommendations for change. The BPS faculty, with guidance from Dr. Varner developed an assessment plan, and then selected the courses to be added to the CPGE system. The program also uses an indirect measure, students are given a senior survey. Dr. Varner and Dr. Aulgur completed a Continuous Improvement plan which will be implemented the next academic year. Dr. Varner shared she is developing an Assessment Academy to help guide personnel in the assessment process.

Mr. Watson then asked about identifying information in the survey. He said that student contact data is typically kept in an excel file on a department head's desktop. He is working with Brent Drake in the Development Office to enter student contact information in Banner if someone will give it to him. Mr. Watson wants to take data independently collected and enter it in Banner which is automatically updated every six months with the national change of address registry.

Dr. Varner passed around a sign-up sheet for an Advisory Council for the Assessment Academy. She asked for representatives from both offices and academics.

Dr. Annette Stuckey said if everyone in a department does their small share of the work, assessment is not that hard.

Dr. Varner agreed that assessment is a team effort. She will contact everyone about meeting this summer for the Assessment Academy sub-committee advisory councils for university offices and academics.

ADJOURNMENT   The meeting adjourned at 4:25 p.m.

Minutes of the
ASSESSMENT COMMITTEE
OF
ARKANSAS TECH UNIVERSITY

The Assessment Committee met Tuesday, September 30, 2014 at 2:30 p.m. in Room 456 of the
Rothwell Building. The following members were present:

Dr. Monica Varner, Chair	Dr. Annette Holeyfield	Dr. Tracy Cole
Mr. Wyatt Watson	Mr. Ken Wester	Dr. Robin Lasey
Dr. Mary Gunter	Mr. Bruce Sikes	Ms. Amy Pennington
Dr. William Hoefler	Dr. Tim Carter	Dr. Jason Warnick
Dr. Lucas Maxwell	Ms. Marilyn Johnson	Dr. Stephen Jones
Ms. Annette Stuckey	Dr. Sean Huss	Dr. Pat Buford
Mrs. Shauna Donnell	Mr. Kyle Bush	

Absent:

Dr. Hanna Norton	Ms. Katie Frazier	Mr. Jericho McElroy

CALL TO ORDER: Chair Varner called the meeting to order and asked for each assessment
committee member in attendance to introduce themselves.

APPROVAL

OF MINUTES: The April 22, 2014 minutes were approved by the UAC.

NEW BUSINESS: **Academic Program Peer Review Assessment**

Dr. Varner explained that the committee is charged with re-examining existing assessment
practices to provide services and recommendations aimed at improving the effectiveness of
student assessment (Members listed at http://www.atu.edu/assessment/committee.php).
She then distributed the continuous improvement student learning assessment peer review form
that was approved during the 2013/2014 academic cycle. She described that it is important for
all programs to conduct internal assessment reviews so that programs will be prepared for
external reviews and more importantly, provide changes to enhance student learning. Programs
that are accredited conduct their own internal reviews to comply with their accreditation bodies.
The assessment peer review process is going to focus on evaluating the assessment process of
academic associate, bachelors, and masters programs. Dr. Varner will assign faculty and

administrative faculty members to the peer review teams. After a program has been peer reviewed, the program faculty will be provided feedback from reviewers on why the program received a certain rating; the departments can provide feedback and request additional information. Mr.Watson asked a question regarding whether or not the peer review will take place the year before a program is scheduled to be externally reviewed. Dr. Varner explained that the peer review will take place before a program is scheduled to be externally reviewed. Dr. Varner will develop the schedule for the peer review process.

2013/2014 University Assessment Committee Strategic Plan Report:

Dr. Varner distributed the results of the UAC Strategic Plan Report for the 2013/2014 academic cycle. She explained that the 2013/2014 UAC Strategic Plan Report was developed based on the recommendations from the 2011 HLC visit and other university assessment needs. The results were listed for all of the goals, except for #5 and #6. Ms. Pennington was able to provide information pertaining to the results of #5 and #6. Dr. Varner presented to the committee a motion to accept the results, and the motion passed, with the addition of the results for #5 and #6.

Office of Assessment and Institutional Effectiveness Strategic Plan

Dr. Varner provided copies of the Office of Assessment and Institutional Effectiveness four column TracDat report as an example of an office assessment report.

Office Assessment Academy for Russellville and Ozark campus

The Office Assessment Academy will provide specific training geared towards facilitating office assessment. Dr. Varner mentioned that the members of the committee who represent offices will be contacted to participate in the Office Assessment Academy. The focus this year for offices is assessment training and implementation. The aforementioned Office of Assessment and Institutional Effectiveness four column TracDat report will be utilized as an example assessment report for offices during the training as well as other office assessment reports.

 OTHER BUSINESS:

Recurring Grant Proposal

Dr. Stephen Jones presented an application for a recurring assessment project grant for the College of Business. The funds will allow the College of Business to be able to continue administering the ETS MFT and DIT-2 exams, which are used to support the assurance of learning (AoL) process mandated by AACSB for accreditation. The amount requested was $2,995.00. Dr. Varner presented a motion to accept the grant proposal, and the motion passed. Following the recurring grant proposal, Dr. Varner asked if there was any other business that needed to be discussed. No other new business was brought forward.

ADJOURNMENT: The meeting was adjourned at 3:39 p.m.

Minutes of the
ASSESSMENT COMMITTEE
OF
ARKANSAS TECH UNIVERSITY

The Assessment Committee met Tuesday, December 2, 2014 at 2:30 p.m. in Room 456 of the Rothwell Building. The following members were present:

Dr. Monica Varner, Chair	Dr. Annette Holeyfield	Dr. Tracy Cole
Mr. Wyatt Watson	Mr. Ken Wester	Ms. Shauna Donnell
Dr. Mary Gunter	Mr. Mike Murders	Ms. Amy Pennington
Dr. William Hoefler	Dr. Tim Carter	Dr. Jason Warnick
Dr. Hanna Norton	Ms. Marilyn Johnson	Dr. Stephen Jones
Ms. Annette Stuckey	Dr. Sean Huss	Dr. Pat Buford
Mr. Kyle Bush		

Absent:

Dr. Lucas Maxwell	Dr. Robin Lasey	Ms. Katie Frazier
Mr. Jericho McElroy		

CALL TO ORDER: Chair Varner called the meeting to order at 2:35.

APPROVAL

OF MINUTES: Dr. Jones motioned to approve the September 30, 2014 minutes, and Dr. Buford seconded the motion. The September 30th minutes were approved by the UAC.

NEW BUSINESS:

Assessment Committee Notebook

The 2014-2015 Assessment Committee Notebook was provided to each member of the UAC. The notebook contains a plethora of assessment documents specific to Arkansas Tech University.

Academic Program Peer Review Assessment Schedule and Team Leaders

Dr. Varner explained that she sent out the peer review schedule to UAC members on October 28th. Three groups were developed consisting of faculty members on the UAC. The next step was for each group to identify a team leader. Dr. Varner called upon each group, and the team leaders were chosen. Dr. Jones was selected as the leader for Team 1. Dr. Lasey was selected as the leader of Team 2. Dr. Maxwell was selected to be the leader of Team 3. Each group will be assigned three degree programs to review. In January, Dr. Varner will send the groups their assignments. Only non-accredited associates, bachelors, and masters programs will be peer-reviewed. Dr. Varner will assist with the first review for each group. The assessment peer review process will be collaborative and constructive, rather than punitive.

Assessment Peer Review Degree/Program Continuous Improvement Form:

Dr. Varner asked the UAC members to open their notebooks to the revised assessment peer review degree/program continuous improvement report form. She explained that the form is divided into four categories: Not developing, Underdeveloped, Developing, and Developed. She emphasized that peer reviewers are to assess continuous improvement instead of disciplinary content. Dr. Carter had a question about whether or not the form will be able to be edited, and Dr. Varner replied by saying that it will be in Word format so that the groups can provide feedback directly on the form. After the teams have reviewed the programs, the Office of Assessment and Institutional Effectiveness will upload the reports to the respective degree program's TracDat unit.

Survey for Office Assessment Academy

Dr. Varner mentioned that the Office of Assessment and Institutional Effectiveness will send out a survey to office unit leaders to determine what aspects of assessment the Office Assessment Academy needs to focus on. The OAIE will design the Office Assessment Academy training sessions based on the feedback from the survey.

Importance of Assessment Artifacts

Dr. Varner explained that we start submitting data to HLC in September 2015. Evidence of an institutional culture of assessment must be provided in TracDat.

ADJOURNMENT: The meeting was adjourned at 3:18 p.m.