

## IUSB ASSESSMENT COMMITTEE

Minutes – 1/13/06

Present: Linda Fisher (chair), Cheri Brown, Pat Henry, Alec Hosterman, Barbara Peat, Linda Fritschner

### I. Capstone Workshop

- A. Steven Hundley and Karen Black from IUPUI will be presenting, Capstone Experiences and Their Uses in Learning and Assessment: Mountaintops, Magnets and Mandates on Friday April 7, 1:00 to 4:00 in Weikamp 1275
- B. Rhonda will start to publicize the workshop
- C. We will check on the price of cookies and water, and request support from the Academic Affairs foundation account, if food is allowed in the room.

### II. Grants

- A. Spring assessment grants will be accepted until March 6<sup>th</sup>. The Committee will meet March 10<sup>th</sup>, and recipients will be informed by the 16<sup>th</sup>. Rhonda will send publicity materials.
- B. The guidelines will be changed to emphasize sharing of results.
- C. Rhonda will work on a list of 4-5 questions that can be used as the guidelines for the final report.
- D. The new grant rubric will be circulated for comments. The Committee will pilot the rubric in tandem with the old evaluation form for this round of grants.

### III. Higher Learning Commission Annual Meeting

- A. Linda encouraged members of the AC to attend the HLC meeting. Money is available to cover expenses for this conference.

### IV. Annual Report Changes

- A. The AC considered using the following e-mail for the Annual Report form:

Based on information from the Barbara Walvoord Assessment Workshop, the Assessment Committee is simplifying its annual report form. Please feel free to submit your report by cutting and pasting information from your assessment plan and replying directly to this email. The Assessment Committee would welcome feedback on this form.

- a. Program Name -
- b. Report prepared by –
- c. Who is the current assessment contact for your program?
- d. Should assessment information be sent to anyone else in your department?
1. What are the program's educational goals? (Please take goals directly from your program's assessment plan, and highlight any changes made this year.)
2. What assessment techniques did the program use? (Please take assessment techniques directly from your program's assessment plan and highlight any changes made this year.)
3. What has your program done with assessment information this year? (i.e. communicated results to faculty, staff, alumni and students, made changes in the curriculum, made changes in the budget, added new courses. . .)
4. What are two concerns about student learning you identified this year?

#### V. Third Year Reviews

##### A. A new procedure for Third Year Reviews was proposed:

1. Reports from departments will be due March 31<sup>st</sup>. Programs will not need to include data from Spring '06.
2. All reports will be distributed to all committee members. Two Committee members will be responsible for completing the evaluation rubric, and for making a list of concerns and commendations to discuss at the Third Year Reviews. (Reports will be divided among the Committee members.) These will be sent back to the programs and to the other AC members by April 18th.
3. The thirty minute reviews on May 5 and May 8 will be used to discuss the concerns raised by the evaluation; to emphasize any 'themes' of the AC, (i.e. communication,) to commend those programs with good reviews, and to make suggestions for future work.

##### B. Rhonda will work on a draft of new Third Year Review guidelines that more closely follows the rubric.

Submitted by Rhonda Culbertson

## IUSB ASSESSMENT COMMITTEE

Minutes – 11/11/05

Present: Linda Fisher (chair), Mike Darnel, Cheri Brown, Monle Lee, Barbara Peat (excused herself for own evaluation), Alec Hosterman, Randall Davies, Pat Henry.

### A. Grant applications.

1. SPEA Criminal Justice, submitted by Barbara Peat: approved for entire amount.
2. School of Education submitted by Naomi Peterson: partially funded for Survey Monkey.

B. Committee members signed up to work with various assessment liaisons and that sign up sheet will be sent out via email.

C. Cheri Brown suggested that we use some of the assessment monies not used on grants this round to bring in assessment speakers. Barbara Peat suggested that we contact the presenters from her pre conference workshop to present a workshop at IUSB on “Capstone courses” The Committee agreed but first we will see what kind of interest there is in this topic.

D. There will not be a December meeting.

Submitted by Linda Fisher

## IUSB ASSESSMENT COMMITTEE

Minutes – 9/16/05

**Present:** Linda Fisher, Barbara Peat, Randall Davies, Monle Lee, Mike Darnell, Alec Hosterman, Pat Henry

1. **Barbara Walvoord Workshop:** discussion
2. **Assessment Institute:** Linda Fisher reminded everyone to sign up for the Assessment Institute.
3. **New plans:** Rhonda will send emails to all programs/deans. One e-mail will be to those programs that do not have an updated plan. They **MUST** have an updated plan by December. She will send another email to those programs that have updated plans.

Members of the assessment committee will be contacting programs/divisions that need new plans. Barbara will work with SPEA, Linda Fisher and Alec will work with Arts, perhaps through their executive committee meeting. Rhonda will work with Alec on completing the old/new side-by-side plan.

4. **Graduate programs:** Linda Fisher and Linda Fritschner will talk with the Vice Chancellor about assessment plans for the Graduate Programs.

6. **Revisions to the Annual Report**

a. 3-4 questions sent as an email where answers can be imbedded

b. Questions

- What are your educational goals?
- What assessment techniques does your program use? (perhaps combine these first two into a Walvoord-type matrix)
- What have you done with this information this year?
- Please attach (electronic or paper) assessment instruments and a summary of data collected
- [perhaps as a separate e-mail] What are the two overriding concerns about student learning that you identified this year, which you would like us to forward to the administration as action items?

7. **Assessment Resources:** Barbara Peat is working on a valuable project annotating all of the assessment resources. This information will be posted on the assessment website when available. Please forward any good assessment links to Rhonda for posting on the website. Limited funds are available for purchasing books, please pass on any recommendations.

8. **Grants:** A line will be added to the grant applications saying it cannot be used for purchasing equipment. Grant publicity will go out next week.

9. **Minutes:** Minutes from the last meeting were approved.

10. **Next meeting:** October 14<sup>th</sup>, if needed, in third floor Library conference room.

Submitted by Rhonda Culbertson

**Assessment Committee  
Minutes  
September 2, 2005**

Present: Cheri Brown, Alec Hosterman, Randy Davies, Mike Darnel, Linda Fisher, Monle Lee, Linda Fritschner-ex officio

- Linda Fisher opened the meeting
- Members discussed the schedule and participants for the Barbara Walvoord workshop.
- Linda Fisher mentioned that \$ 7000 or more, depending on conference attendance, would be available for grants this year. The committee discussed the need for revisions in the grant guidelines. Members will e-mail their comments so that the grant announcements can go out in September. Rhonda will develop an evaluation rubric for the grant proposals, after the final guidelines are determined.

- Linda Fisher promoted the Assessment Institute in Indianapolis. The Committee will subsidize attendance at the conference for interested Committee members. The Committee will pay registration costs for some additional interested faculty from IUSB.
- Nine Third Year Reviews are scheduled for the Spring. In addition, the Committee discussed the possibility of doing a preliminary review of the Actuarial Science, Applied Mathematics, Health Services Management and Graduate programs. These new programs will not be ready to do a full Third Year Review, but may benefit from an initial meeting with the Committee. Committee members will be meeting with Third Year Review representatives later this semester.
- The calendar for the rest of the year was discussed.
  - Regular meetings will take place the second Friday of the month at 11:00
  - A special debriefing meeting for the Barbara Walvoord workshop will take place on September 16
  - Bob Appleson will be having a special meeting with the Assessment Committee on Wednesday December 9. This is a very important meeting for reaccreditation efforts.
  - The HLC annual meeting is March 31 to April 4 of 2006

Submitted: Rhonda Culbertson, secretary