

Assessment Committee Meeting Minutes

November 17, 2022

Present: Beth O'Neill (Chair), Gloria Dye, Bobby Tso, Rhonda Boeckman, Christa Smith, Tara Lindahl, Emily Grant, Haley Glover, Josh Huston, Benjamin Reed, Tom Hickman, Chris Jones, Bassima Schbley

- I. Update on SAILS (Information Literacy and Technology) Assessment
 - a. SAILS was administered to a random sample of 300 seniors on 11/2/2022. To date, 40 students have completed the survey. Two reminder emails have gone out and participation has increased after each reminder. We plan to do one more reminder, likely on 11/18/2022.
 - b. Previously, participation on assessment surveys like this have had about a 10% response rate. While 40 is a small number, it is representative of a 13% response rate.
 - c. Of note, several students have emailed to say that they aren't seniors, because they aren't in their final year of coursework. By credit hours, however, they are considered seniors.
- II. Program Assessment Summary and Discussion: 1) What trends did you notice? 2) What complications did you encounter when scoring/using the rubric?
 - a. O'Neill is about halfway through reconciling the reviews. Will complete this month and then produce report.
 - b. Several members mentioned issues with scoring stakeholder questions, in particular related to external and university stakeholders. The information provided by programs varies and the reviewers don't know that if what is provided is appropriate for their program or not. Committee discussed that this could be addressed through training (best practices for stakeholder engagement), by adding more description for that area on plan/report, and/or by revising rubric and report to change the number of stakeholder sections. It is unclear to the committee as to the purpose of the question regarding connection to other university stakeholders, even among those with historical knowledge that have been on the committee for a number of years. Discussion will continue in the Spring semester.
 - c. Small programs that have only a couple students in them aren't providing findings, and are instead stating that no findings are reported due to small number of students. Previous Director of Assessment suggested that they do it in this manner, so that communication remained consistent for this year. Now that more programs are providing assessment reports, including those with smaller numbers of students, the committee discussed how to move forward with this circumstance. The committee consensus was that programs should still report data, even if only for a few students. One idea shared was that programs could compute a "rolling average" representing up to a certain number of years (e.g., every five years the rolling average restarts). Another idea shared was to consider changing the rubric expectations so that only indirect measures are required for some years for very small programs. The committee will continue to discuss this

issue in the Spring semester and identify a formal process to use moving forward and communicate it appropriately to all programs.

- d. Knowledge of direct vs. indirect measures among programs submitting assessment plans varies. For example, some programs are using course grades and calling it a direct measure. O'Neill discussed that she plans to offer a training and communication regarding this topic.
- III. Spring 2023 Committee Activities and Meeting Schedule
- a. Committee members were told to expect an email to set a meeting schedule for the Spring semester. O'Neill plans for meetings to occur on the same day/time each month (e.g., third Thursday of the month at 10:00 AM), and the first meeting will take place in February.
 - b. Activities: Discuss Program Assessment Reconciliation and any revisions to program assessment process/rubrics, Discuss SAILS findings, Assessment Awards Subcommittee (March), Assessment Grants Subcommittee (April), Discuss possibility of 2023-2024 Assessment Extravaganza