

# Assessment Council IPFW Campus

## Meeting Minutes February 10, 2015

**MEMBERS PRESENT:** B. Wilkinson, K. Johnson, K. McDonald, S. Anderson, J. Hook, M. Drouin, N. Jackson,  
B. Price, Cigdem Gurgur, P. Bingi, N. Mann, K. Stoller

**MEMBERS ABSENT:** C. Lindquist, A. Downs

### Agenda

- **Approval of agenda**
- **Old business**
  - Review 12/2/14 minutes and approve
- **New business**
  - Senate Charge and discussion of council roles and responsibilities
  - Multi-State Collaborative
  - Introduction of the HLC Assessment Academy and HLC Accreditation
  - Spring 2015 meeting days and times
  - Other business?
- **Good and Welfare**
- **Adjournment**

### Acta

**CALL TO ORDER:** Michelle called the meeting to order at 3:04 in KT 178 and suggested the Director of Assessment serve as either chair or co-chair.

**HANDOUTS:** 12/2/14 agenda, Multi-State Collaborative to Advance Learning Outcomes Assessment flyer, Open Pathway Transition Map, and HLC Academy for Assessment of Student Learning Application Packet

### OLD BUSINESS

- Review of minutes – The December 2, 2014 minutes were accepted with amendment to reflect that no date was set for assessment reports and that we discussed waiving the requirement for reports but did not come to a decision.

### NEW BUSINESS

Agenda Item 1: Senate Charge and Discussion of Council Roles and Responsibilities

- Council reviewed SD 98-22 as amended by SD 2-03 and noted that the SD stated the Assessment Director chair the Assessment Council, there were discussions of inconsistencies in the SD and that it needed review to reflect both changes in IPFW organizational structure and changes in best practices in assessment.
- The committee discussed the charge as stated by SD 98-22 and concluded that the committee's primary role, as stated by the Senate charge was to work with the Assessment Director to provide oversight of Assessment reports including requesting reports, reviewing reports, and making recommendations.
- Kim asked who had primary responsibility for reviewing assessment documents noting that a structural difference between colleges creates differences in how reports are reviewed across colleges and programs.
- The members of the committee noted these differences were related to a number of factors including the presence or absence of professional accreditation and differing structures for assessment across universities and departments. In addition, the committee questioned the value of reviewing reports that had already been reviewed by departments and colleges.
- Kent noted that the review at the committee level is important to ensure quality of the assessment efforts, to encourage consistency, and to support improvement of the institution's ability to use assessment results to improve student learning.
- The committee noted that across the university many reports, especially in the current cycle are incomplete, late or not done for a number of reasons including: 1. USAP process, 2. Where departments are in the Program Review Cycle, 3. Lack of review of old reports, 4. No Assessment Director for the last year and no meetings of the Assessment Council for over a year, and 5. Confusion over the ability of Colleges to grant waivers.
- The discussion of report submission for the current cycle was discussed concluding with a motion on assessment reporting for the current and last cycle (stated in the motion section).
- It was noted that the reminder for submitting reports stated that waivers would not be accepted; however, the discussion of the committee suggested that waivers have historically been granted.
- Cigdem noted that professionally accredited units were preparing reports consistent with their professional accreditation guidelines and that doing multiple assessment reports in multiple forms created a redundancy in effort.
- Bob conferred and noted that the discussion of the HLC academy will address how participation in the academy might reduce some of the duplication of effort and lack of assessment response in the current system.
- Andy suggested that an important role of the assessment council moving forward might be to provide guidance for improved assessment processes across campus. He stated that an incremental approach similar to what we had discussed last week and similar to the current general education assessment strategy utilizing templates might help. In addition, he suggested that council could review reports developed under a template to identify what units were doing well and suggest how their assessment might be improved.
- Michelle stated that templates are used across campus and the A&S had developed a rubric to judge assessment results. The committee discussed differences in assessment review across the campus.
- The committee agreed that an important function moving forward will be to address the quality of the assessment process and that an incremental approach where we work with colleges and departments to develop quality and measurable student learning outcomes, map learning outcomes

to courses in academic programs, and assess student learning in a way that supports closing the loop to improve learning is a good start.

- The committee discussion led to a recommendation that we collect assessment reports that have been completed and that Kent review the reports.
- The committee also asked that Kent provide a summary of his review to the committee to include examples of reports that were excellent, average and poor based on his rubric.
- Multi-State Collaborative
- Kent recommended tabling discussion beyond an introduction.
- Handouts describing Multi-State were provided.
- Introduction of HLC Assessment Academy and HLC Accreditation
- Bob provided history leading to participation in HLC Assessment Academy as the Quality Initiative project for IPFW which starts July, 2015.
- Overview of the Academy and its relationship to HLC visit was discussed.
- The HLC Academy experience will be replicated with an internal Institutional Academy focused on: 1) Assessment of general education and the Baccalaureate Framework, 2) Assessment within the majors, and 3) Co-Curricular Assessment.
- Bob discussed a vision to integrate USAP, assessment, and departmental profiles to form a program review process and noted it would reduce some of the duplication of effort discussed previously discussed.
- Bob state a goal of Academy participation was to create a “Culture of Assessment” at IPFW.
- Bob introduced the idea that the HLC Academy will focus initially on assessment of written communication, oral communication, and mathematics.
- In addition, he stated that the structured experience would include the development of a comprehensive institutional assessment plan to start implementing.
- Committee suggested that three participants in Academy should be invited to attend future Assessment Council Meetings.
- A doddle poll will be sent to determine the best time for the council and any guests can meet next semester.
- Discussed Assessment Council taking a leadership role in the Institutional Academy as a central activity moving forward.

#### Committee Motions, Results and Actions

- Motion: No request be sent to Departments or Deans for annual assessment reports. It was unanimously approved.
- Motion: Kent will review last year’s assessment reports and provide a summary which includes a list indicating very good, average, and poor assessment reports. It was unanimously approved.

#### **FUTURE MEETINGS**

- TBD

## **ADJOURNMENT**

- The meeting was adjourned at 5:03 p.m.