University Assessment Committee

Meeting Minutes

September 14, 2012


This is the first committee meeting of this academic year. Committee was welcomed.

- Discussed vacancies within the committee
  - The library; University Senate Academic Affairs Committee; APSCUF, Health Sciences; College of Art and Sciences, Faculty of Science, and Undergraduate student positions are currently vacant.
  - It was suggested that faculty senators discuss vacancies with University Senate. The suggestion was well received.
  - UAC is currently waiting on APSCUF executive council, student senate, library dean, and dean of arts and sciences to provide representatives to replace members who have left.
- Role of the Committee Member - Joann Stryker
  - A primary role of the members of the University Assessment committee is to serve as an information conduit between who they represent and the committee. Handout describing role was distributed.
- Attendance - Laura Waters
  - Attendance over the past year for some members was less than 50%. The committee discussed what can be done to improve attendance and participation. A motion to vote off committee members who attend less than 50% of full UAC and workgroup meetings was discussed.
  - Reasons for missing meetings were discussed. These include the set time and day can be difficult for some members to make. Suggestions were made that the meetings occur on different days at different times during each semester. This suggestion was agreed upon by most of the members present although last year the committee indicated they wanted to meet on a set day in a set location each time.
  - A second motion was made for the UAC co-chairs to contact members who have less than 50% attendance each semester and discuss the issue with them. The bylaws indicate a designee can attend for members when they are unable to attend. This needs to be put into action. This motion was approved.
- Workgroup Membership and Leadership – Laura Waters
  - Information about each workgroup and their roles was distributed for review.
The Professional Development Workgroup will meet and decide upon a new leader. Joann will schedule this meeting in lieu of workgroup leader.

It was announced that if a member would like to switch workgroups, they need to email the UAC co-chairs.

The idea of bringing in non-committee members as workgroup members was discussed and decided against by the members present. Guest consultants can be invited to assist on special topics. If there is someone who wants to be on the UAC, the committee feels an effort should be made to have them become an official member of the committee.

A motion was made to amend the bylaws and allow a representative of staff who directly impact student learning to be added to the membership of the committee by Dr. Weber. This motion was seconded by Dr. McGlynn. Dr. Weber was charged with writing the amendment to bring to the next UAC meeting for discussion.

**ACT- Chris Dudley**

- Chris Dudley is the new Director and contact person for ACT.
- ACT is the Assessment Consulting Team at East Stroudsburg University. This team consists of members who have skills and abilities in different areas of assessment. If a faculty member/University member needs assistance with assessment, ACT is a resource for them to acquire assistance. It is completely volunteer.
- Over the summer, there were 3 training sessions. Chris has received 10 applications for ACT.
- During the Fall semester they plan on having more training sessions and will post training online also.
- If any member wishes to participate in ACT or knows someone who wishes to join ACT, they are to contact Chris Dudley.

**Updates from UAC Members**

- **College of Health Studies, Faculty of Human Performance – Debra Ballinger**
  - CHS has not yet had their college meeting, it is next week. Only update to report is a new curriculum is being put together for the nursing program.

- **College of Education, Faculty of Education – Heather Garrison**
  - Education has several things going on. They are currently submitting SPAs (those they have submitted have all passed), going through the NCATE preparation process, and meeting new state regulations for teacher education.

- **Center for Excellence in Teaching and Learning- Jennifer White**
  - Has several upcoming events - FDR Funding next week; however, don’t have anything new that is assessment related.

- **Student Affairs – Warren Anderson**
- Student Affairs is moving forward by using last year’s assessment results to improve programs and target use of resources.

- **Writing Studio – Sandra Eckard**
  - The writing studio had an all-time high attendance last academic year, 2011-2012, with over 1200 visits. This academic school year is off to a great start with students waiting outside the doors for their first day open.

- **Enrollment Management – Patricia Kashner**
  - The division is holding a retreat focused on assessment. She is hoping to work with ACT on this retreat.

- **Assessments – Joann Stryker**
  - ETS Proficiency Profile testing of incoming freshman was discussed. Six on-campus sessions are being arranged over the next two weeks so freshmen who do not have the proper web browser can take the test.
  - The question was raised about assessment reports for each program. Very few have been submitted. We will need to involve the Provost and Deans in this effort.

- **Group Activity – Joann Stryker**
  - A sheet of paper was passed out to groups of 2 and 3. Each group had to come up with initiatives/changes/information that has the greatest impact on student learning with a proposed solution/action. These sheets were collected at the end of the meeting. They will be compiled then sent out for review by the UAC.
Brainstorm List – CHANGES for Greatest Impact on Student Learning

9/14/1012 UAC Meeting Activity

- **Large Class Size (5):** UAC can help faculty become more successful with a large class size through training sessions. UAC can also conduct research on class size and its relationship to student learning or learning satisfaction. UAC can assess the relationship between faculty and student interaction and student retention.

- **Program Level Assessment:** UAC should continue the work of various subcommittees, especially attempting to facilitate connections between the Institutional Assessment and Program Level Assessment groups. Get individual departments (programs) to use some of the data already collected by the institution to assess curriculum and student performance at the program level. Then most importantly use this data to improve course offerings, instructional facilities, and instructional methods. Have programs complete annual report on what they have done in terms of program assessment and changes made in response.

- **Attendance and Reading:** UAC can start a team that can aide with strategies for faculty to enhance these areas.

- **Customer service:** UAC identifies what students’ needs are in order for the university to provide seamless services. Deadlines, processes, procedures, and contact information for individuals can be explained up front to make things, especially learning, for students easier. This removes unnecessary stresses so students are free to learn.

- **Services for Diverse Students:** UAC can help create a support team for ESL and adult learners.

- **Quality vs. Quantity:** UAC can help faculty learn ways to assess what are successful practices when it comes to teaching (how to engage and teach with instead of lecture at) by doing assessments and bringing in speakers.

- **Off campus learning opportunities:** UAC can help students find off campus learning opportunities like internships, by promoting the idea to the departments and by increasing the contact between faculty who can help and the students.

- **Increase opportunities for practical experiences for K-12 learners:** UAC can gather information on programs with outreach activities on campus.

- **Don’t cancel class:** UAC can remind Faculty of “don’t cancel this class” and to utilize other resources on campus.

- **Offer “first year experience” courses:** UAC can support bodies willing to conduct the courses.

- **Develop a greater level of civility at ESU:** UAC can support adoption of the civility statement.

- **Development of student learning outcomes in co-curriculum areas:** UAC can either address this issue or can add members to the group who can and will address this issue.

- **Continue to increase faculty and staff awareness of assessment in general:** UAC can continue its work to improve awareness across campus of the potential value in collecting valid and reliable assessment data at all levels. UAC can continue to educate faculty on easy-to-use, small scale assessment tools and measures that can be incorporated into their courses to measure individual student learning. Then assist departments in capitalizing on these course assessments and finding ways to use them as part of an overall program assessment.