

Minutes
University of Central Arkansas UCA Core Council
Thursday, December 1st, 2016
1:40 p.m. – Library Conference Room, LIB 206

- I. Call to Order at 1:45 pm
- II. Consideration of Minutes for November 1st, 2016
 - a. Novy makes the motion, Fritz seconds
 - b. Discussion: Note to add attendance on future minutes.
 - c. Approved (Unanimous in favor)

- III. Sub-Committee Reports
 - a. Assessment Sub-Committee
 - Report by Chair, Jacob Held

Assessment Sub-Committee report
12/01/2016

- 1) Jacob Held was elected as chair of the Assessment subcommittee
- 2) The committee reviewed the report prepared by Dr. Kurt Boniecki using the Fall 2015 data.
 - Concluded that reports in the future need to be broken down by department and college so that they are usable at the local level.
 - In addition, reports need to be provided electronically either through email or by being posted online through the office of assessment's website, or both.
- 3) The data will be used by the subcommittee to design interventions and development opportunities in conjunction with the CTE.
 - The creation of a management team was discussed to monitor and track interventions to both see what is developed and used and then assess the effectiveness of the intervention. Discussion was over the constitution of the team, whether it would be a part of this committee, core council in general, or a new University level committee.
- 4) Collection of data
 - We began a conversation about how, how much, and from where we want to collect data. The four year cycle, currently in place was accepted, but there was discussion as to how best to collect data to both ensure we have adequate data to make informed decisions, without over burdening faculty and solving the norming problem across campus.
 - i. Brandon Combs recommended the use of trained scorers, drawn from the faculty who would be trained and then

score artifacts collected from a sample of courses depending on what competency was being assessed at the time. Artifacts would be collected throughout the year and scored in early summer. A report would then be ready for the council by the following fall. Having a trained team would solve the norming issue, and allowing faculty to simply upload artifacts would ease their burden in the process.

- ii. Concerns about this suggested process were raised and include: That if we separate faculty from assessment this far they will no longer have any reason to buy in to the process. Also, there may be some faculty who grow distrustful of the process if it is out of their hands.
- iii. Possible responses to these concerns: There will always be faculty distrustful of the process but this will be transparent and all will be afforded the opportunity to be scorers if they are so concerned. In addition, faculty will have buy in as they are brought into the process through trainings, interventions and developmental activities, which is a much better use of their time and energy in the process.
- iv. We agreed that discussion on these points would be our top priority when we return in the spring. For now we will continue with our current procedure of assessment through Spring 2017.

5) In order to layout plans for the above, a CIP (Continuous Improvement Plan) will be developed for the core, treating it as a comprehensive program.

- This CIP plan in conjunction with the “white paper” outlining core standards and basic instructions for adding or removing courses from the core, will be compiled to create core handbook. Hopefully this will be completed in the spring of 2017.
- Discussion: Dr. Brandon Combs also presented a proposal for revising the assessment process for the UCA Core. Concerns were raised about norming/calibration and whether trained scorers could have adequate or appropriate training when the scoring demanded discipline specific knowledge. The use of anchor samples and rigorous training was raised to address such concerns. Dr. Held noted that the assessment sub-committee would meet early in the Spring of 2017 to bring forward a recommendation to the core council.

b. FYS Sub-Committee

- Report by Chair, Jacob Held

FYS Sub-Committee Update: 11-30-2016

1) Assessment of FYS

- a. Currently working with Thomas Bruick and through MapWorks are assessing the effectiveness of FYS courses in terms of developing students self-efficacy and improving retention and persistence. Data and a preliminary report will be available in early Spring 2017. In the future this topic will be discussed in concert with Dr. Brandon Combs, director of assessment.

2) Development Opportunities

- a. In partnership with the CTE, begin developing an FYS recognition track for Fall 2017-Spring 2018. The track will include regular seminars and engagement opportunities for FYS faculty and be specifically geared towards these faculty and their students' needs.
 - i. Spring 2017: Put together an exploratory team of Held, Hawkins, IDs from CTE and two or three FYS instructors to determine what topics would be most beneficial, create a schedule and begin design.
- b. Update the FYS manual, and continually update it with results from the CTE FYS recognition track.

- Discussion

c. Curriculum Sub-Committee

- Report on Proposals under consideration.

1. Information Items

- a. EDUC 1100
- b. HIST 4304
- c. LLLC 4345
- d. HIST: grad req
- e. STEM 3305 and 4305

2. Action Items

- a. EDUC 2330, HIST 3385, LLLC 4110, RELG 1320
 - i. Motion to approve with the recommendation of the subcommittee by Knox. Lucas seconds
 - ii. Approved unanimously.
- b. HIST 4311
 - i. Motion to approve with the recommendation of the subcommittee by Knox, Fritz seconds
 - ii. Unanimously approved
- c. STEM 4600
 - i. Motion to approve with the recommendation of the subcommittee by Knox, Watson seconds
 - ii. Unanimously approved
- d. LLLC 3360

- i. NB: SPAN 3360 will be redesignated SPAN 3380 given the previous use of 3360. With this understanding motion is made by Dr. Knox to approve as per the recommendation of the subcommittee. Lucas seconds
- ii. Unanimously approved.

d. All curriculum proposals newly received will be held until the first meeting of Spring.

- Discussion: It was noted that the curriculum forms could be made clearer by more readily distinguishing what area must be filled out for lower division core courses and which ones are necessary for upper division core courses.

IV. Questions and Concerns

V. Adjournment

Next meeting is **Tuesday, February 7th, 2016**