**Academic Assessment Committee**

**Annual Report 4-15-2015 to 4-15-2016**

The Academic Assessment Committee meets every fourth Tuesday during X-period. The committee convened eight times during the academic year. This committee includes: Dr. Kurt Boniecki (chair until 2-23-2016), Dr. Camille Shepherd (chair as of 2-23-2016), Dr. Jacob Held, Dr. Jim Downey, Donna Wake, Dr. Jennifer Hawkinson, Dr. Joan Simon, Dr. Lynn Burley, Dr. Charles Watson, Dr. Patricia (Tricia) Smith, Mary Wood, and an undergraduate student, Ashton Purtle.

**Action Items 4/13/2015 Meeting:**

1. The first order of business was discussion regarding a rubric that the committee will use when assessing CIP’s. Discussion followed. We obtained positive feedback along with suggestions in creating a rubric for the next term of assessment.

2. The second order of business was reviewing the two CIP’s listed on the agenda. Since we did not have a quorum to vote, we provided the two CIP’s on google docs. The committee provided feedback on the Graduate Geographic Information Systems and Master of Geographic Information Systems CIP’s. We will then gather all feedback and give the overall response(s) to the department.

**Information Items 5/26/2015 Meeting:**

Informative meeting in regards to discussing the Midpoint Roundtable Conference Schedule.

**Midpoint Roundtable Conference 6/4/2015-Academic Assessment Committee Meeting Cancelled**

**Information Items 7/28/2015 Meeting:**

Feedback in regards to those who attended the Midpoint Roundtable Conference

**8/25/2015- Academic Assessment Committee Meeting-Cancelled**

**Action Items 9/22/2015 Meeting:**

1. The first order of business was reviewing the Bachelor of Science in Biology CIP. A motion was moved and seconded to approve the CIP. Discussion followed. The motion was unanimous, 6 in favor, 0 against. The Committee voted to approve the plan contingent with revisions. J. Downey volunteered to assist in communicating these revisions to the Department of Biology.

2. The second order of business was discussion of the Director of Assessment position. K. Boniecki communicated that the Assessment Committee will serve as the Search Committee in filling this position. The anticipated deadline for applications is October 23, 2015.

**Action Items 10/27/2015 Meeting:**

1. Kurt Boniecki announced the upcoming fall workshop for the Arkansas Association for the Assessment of Collegiate Learning. Members were encouraged to share the information with other faculty and to attend if possible.
2. Kurt Boniecki announced that Jacob Held will chair the Search Committee for the Director of Assessment. At this point of the meeting, Kurt departed, due to his role as the Hiring Manager in the Search, and Jacob Held presided over the remainder of the meeting.
3. Jacob Held distributed the tentative timeline for the search process. Members were asked to review all eleven candidates for the required minimum qualifications and to send the results of their vetting to him by November 5th. Joan Simon offered to create a scoring grid to assist with the review process. Discussion followed.
4. Jacob Held asked members to provide one or two interview questions so he can compile them into a template for the phone/Skype interviews. Discussion followed.
5. Members requested more information pertaining to the campus interview, i.e., who will interview the top candidates besides the Search Committee and the Provost. Discussion followed.

**Action Items 11/24/2015 Meeting:**

1. Joan Simon made a motion to approve the BA in Modern Language (Chinese) CIP Plan as presented. Jennifer Hawkinson seconded the motion. Discussion followed. The motion was unanimous. Seven in favor to pass the motion contingent upon change(s) as discussed with Kurt Boniecki, zero against.
2. Jacob Held announced the skype interview process is now complete. Further discussion will take place early in the following week.

**(On Campus Interview(s) was held December 10th – December 18th 2015)**

**12/22/2015- Academic Assessment Committee Meeting-Cancelled (Christmas Break)**

**Action Items 1/26/2016 Meeting:**

1. K. Boniecki distributed the Rubric that will be used to review the CIP Plans.
2. L. Burley made a motion to approve the BS in Environmental Science CIP Plan as presented. C. Watson seconded the motion. Discussion followed. The motion failed unanimously. Zero in favor to pass the motion, six against. K. Boniecki will communicate the changes that were suggested during the discussion.
3. The Director of Assessment Position has been filled. Start date will be February 1, 2016.

**Action Items 2/23/2016 Meeting:**

1. C. Shepherd opened the floor to suggestions on re-vamping and simplifying the CIP form. Discussion followed. Many suggestions and concerns were mentioned. C. Shepherd will keep all suggestions in mind when creating a new form.

**3/22/2016- Academic Assessment Committee Meeting-Cancelled (due to spring break)**

Since coming into the role Dr Shepherd has worked to meet with Deans, Directors and program chairs across the university to gather their feedback on the current assessment process, their recommendations for creating an institution wide assessment calendar based on upcoming external accreditation activities as well ask for their feedback in relation to creating an assessment glossary for the website to assist them in completing the CIP form and provide them with resources that helped imbed completion of the form into an ongoing assessment process instead of a static exercise. Feedback received thus far has been rather uniform: aligning insitutional assessment to occur shortly after external accreditation and EAPRs occur in both Health and Behavioral Sciences and College of Education degree programs and working to foster a culture of assessment in degree programs who have yet to complete CIPs. Meeting with the Division of Student Services have resulted in meaningful discussion regarding the kinds of data available for use in assessment reports (for their own division as well as to make available to faculty engaged in the UCA Core/FYS, etc) and creating an assessment process which is more useful for co-curricular activities. Meetings with individual departments and directors in Student Services have suggested that some feel the current CIP form is imbedded in their current data collection and reporting processes and should not be altered for several years. All meetings have concluded with an appreciation of how moving to an electronic depository system such as Weave or Strategic Planning Online would make historic data more useable and accessible. The Director of Assessment is part of ongoing work to assess the utility of Blackboard Outcomes and EAC Visual Data and is appreciative of the cost involved and has stated in meetings that the purchase of such a system would not be likely in the next 12 months. She is not convinced that either Blackboard Outcomes or EAC would be appropriate for departmental or program assessment, although EAC would be a good fit for data such as what is being collected for the UCA Core. Other meetings have been held with Service Learning, Office of Diversity, SPARC, Student Success and the Director of Assessment has also contributed to the General Studies Bachelor degree discussions, African American Male Retention study discussions, interviews for an Institutional Research analyst,

Update on UCA Core Assessment: Dr Shepherd is assisting Dr Held in planning for upcoming data collection in the Fall on FYS and Responsible Living Courses, as well as helping to assess faculty needs to design effective assessment training. She has also been working with Amber Hall to collect data on previous FYS courses offered in order to utilize rubric data collected in the Fall and Spring semester of 15-16. We are also working to create a 3-year process for collecting, evaluating and acting on data collected beginning in Fall 2016 of the UCA Core based on good practice at other HLC accredited institutions. In the wake of a disappointing experience with Blackboard Outcomes during the on-site demonstration which was delayed until the last week of March 2016 the Director of Assessment organized a webinar demo of EAC Visual Data’s Blackboard LEARN Building Block and is working to orchestrate a sandbox pilot of EAC Visual Data in Summer 2016 to assess its utility for a roll-out as early as Fall 2016.

The Director of Assessment has meetings forthcoming with remaining Deans and directors to complete collection of feedback and will have several draft recommendations and proposals to present at the Academic Assessment Committee’s August 2016 meeting as well as a draft glossary, draft instructions for completing the CIP form for faculty feedback and draft proposals for faculty development activities in 16-17 related to improving assessment processes at the degree program level. It is expected that the Committee will be actively involved in the process of a developing assessment activities based around feedback gathered in Spring 2016.