University Assessment Panel
September 20, 2019
10:00 a.m. –12:00 p.m. Altgeld 315

MINUTES

Present: Arado, Ballantine, Barrett, Brain, Comber, Douglass, Gipson, Hathaway, Joung, Lagana, Santuzzi, Setterstrom, Subramony, Zack

1. **Introduction of panel members.**
    a. Carolinda Douglass opened the meeting.
    b. The committee introduced themselves by stating their name, department, and role in the committee as a returning or new member.

2. **Overview of the work of the panel and review of the notebook – Carolinda Douglass**
    a. Douglass discussed the purpose of the panel.
        i.   The review is verbal during the meeting and a hardcopy of the evaluation and assessment is sent after the meeting. The panel is a consultation model. The comments that are made here are to help improve assessment.
        ii. Academic programs come to the committee four years before their Program Review (PR). This allows adequate time to take into consideration commentary received from the panel.
        iii. Academic units are every five years in contrast.

    b. Douglass discussed the notebook.
        i.   Crystal Doyle pulled up the University Assessment Panel (UAP) notebook.
            1. Douglass led the members through the pathway on Blackboard to access the notebook. Meeting materials and minutes from previous meetings are also located in this Blackboard pathway.
        ii. The bylaws include the responsibilities and duties of the panel members.
            1. Douglass reviewed each duty and emphasized the importance of duties six and seven.
            2. Please refer to the UAP notebook for the detailed responsibilities and duties of the panel members (page I-2 and I-3).
        iii. Afterwards, the committee members were discussed.
            1. There is representation from every college.
        iv. The meeting dates, room locations, and cancellation policies were addressed.
        v.   Background information resources were covered.
            1. Illinois Public Agenda for College and Career Success.
                a. It is the active agenda even though it is slightly dated.
                b. A new agenda is in the process of being created.
                c. The four goals from the agenda were stated.
            2. Northern Illinois University's (NIU) Vision and Mission.
                a. Ritu Subramony and several committee members helped get this approved last year through the Illinois Board of Higher Education (IBHE).
            3. Baccalaureate Purpose Statement, Goals, and Learning Outcomes.

4. NIU Program Review Cycle of Academic Programs and Research and Public Service Centers.
   a. Douglass discussed that the schedule is updated occasionally, so a hyperlink is included in the notebook for the most up-to-date version instead of a printed copy.
5. Annual Report of the University Assessment Panel from 2018-2019.
6. Report of the Academic Planning Council to the University Council 2018-2019.

vi. The Assessment Plan and Status Report Schedule for Academic Programs was addressed.
   1. The format is similar to the one seen in the hyperlink for UAP.
      a. This includes the programs the committee will be reviewing this year. There is a total of fifteen.

vii. The Assessment Plan and Status Report Schedule for Support Units was covered afterwards.
   1. This includes the five-year cycle.
   2. The four centers were supposed to come before the committee last year, and they did not. They will be reviewed this year.

viii. The Academic Programs Assessment Information Packet was discussed.
   1. This gives direction and rationale for the plans and status reports.
   2. There is a linkage between academic program's annual assessment and status report, which is reported at UAP.
   3. These reports feed into the PR for the Academic Planning Council (APC).

ix. The remainder of the notebook includes more detail and explanation on how these will be completed.
   1. Doyle scrolled through the remainder of the notebook while Douglass gave a high overview of the remaining content.
   2. The rubric is for the Academic Programs. Douglass emphasized the importance of this rubric.
      a. Subramony discussed the survey completed through Accreditation, Assessment and Evaluation (AAE). The goal is to increase response rate.
   3. The Academic Support Services Assessment Information Packet.
      a. Douglass indicated newer committee members may not be aware that the committee reviews support units in addition to academic programs.
   4. Resources at the end of the notebook written by Linda Suskie that offer more insight about assessment.

c. Douglass asked if any veteran committee members had any comments or insight for the new committee members.
   i. Brandon Lagana encouraged looking at student impact and where different areas of campus have influence.
   ii. Another member asked about completing the rubric. While filling out the rating, do the committee members squarely have to say N, S, or G?
      1. Subramony asked committee members if half scores are given, such as 2.5, please offer commentary to help AAE interpret why.

a. Subramony commented on the rubric. She stated that the rubric is an assessment framework. While each program can decide upon their own assessment practices, the rubric helps to guide programs in considering essential factors in assessment of student learning outcomes.

3. **Discussion of the Assessment Workshop – Ritu Subramony**
   a. Subramony discussed the Assessment Workshop.
      i. The next one will be held on October 11, 2019 in the Sky Room.
      ii. A few UAP members have already attended this.
      iii. AAE continues in their attempts to make this workshop more hands-on.
      iv. UAP members are encouraged to attend this workshop as volunteers.
   b. Each program's focus is completing the status report.
      i. The assessment plan is already completed and available on AAE's website for each program.
   c. Subramony asked if there needed to be revision to how the reports are presented.
      i. She encouraged committee members to consider this throughout the semester and provide feedback to AAE.

4. **AAE's summer consultation for UAP Mid-Status Reports – Ritu Subramony**
   a. Subramony addressed the summer consultation.
      i. There is an orientation held every year in April before the next AY when mid-status reports are due.
      ii. AAE conducted follow up sessions in summer 2019 following the last orientation. There were two sessions in the summer geared towards academic support units. Both sessions ended up being one-on-one, and it was helpful for both sides of the discussion.

5. **Annual Assessment Updates submissions and feedback – Carrie Zack**
   a. This is an overview for UAP of the Annual Assessment Update (AAU).
   b. The purpose is to follow the programs between their mid-status report to ensure:
      i. They are collecting data annually based on their assessment plan
      ii. Reflecting and analyzing findings to make decisions on actions
      iii. The AAU creates an opportunity for ongoing feedback to programs, especially if a program is planning on changing something.
   c. Discussion of the relationship between annual assessment updates to the entire mid-status review conducted by the UAP.
   d. All degree programs conduct annual assessments.
      i. In some cases, where the reporting burden is high on programs, AAE is working to streamline (and reduce) reporting. As an example, the College of Education (COE) said AAE (Zack and Subramony) worked together on this and are currently trying a two-year pilot for specific CEDU programs that requires developing only one assessment report instead of two.
         1. The purpose of this was to provide feedback on the SLOs.
      ii. Overall, in 2019, 113 AAU reports were received out of an expected 131.
         1. Excludes the 9 programs invited to participate in the COE pilot.
         2. 86% submission rate.

        iii. 64% of programs currently have their feedback uploaded on Blackboard. The COE pilot feedback will be completed next.
   e. Subramony emphasized AAE wants to help programs streamline processes where it is possible. Zack mentioned that some feedback to the programs is generic e.g., reiterating that grades are not a valid assessment method for this purpose, as Douglass previously discussed.

6. **Other Business**
   a. Douglass adjourned the meeting, but she encouraged new committee members to stay afterwards if they have more questions.

7. **Adjourn**

Meeting adjourned at 11:10 a.m.
Next meeting Friday, October 4, 2019, 10:00 a.m. in Altgeld 203