

Administrative Unit Assessment Council Meeting

Tuesday, September 29, 2020

3:00 p.m. – 4:00 p.m. Zoom Meeting

<https://kutztown.zoom.us/j/96428892936?pwd=T1dJbTA2RitWMXdnUjNURitMS0hhUT09>

AGENDA

Guest: Krista Prock

MSCHE Virtual Site Visit Committee (update)	C. Wells
Administrative Units Assessment Contacts (updated list)	Council
Administrative Units Assessment Inaugural Session (Monday, September 14)	K. Prock/C. Wells
Administrative Units Second Assessment Session (Friday, October 16; 10:00 a.m. – 10:50 a.m. and 11:00 a.m. – 11:50 a.m.)	K. Prock/C. Wells
Administrative Units and Programs Annual Assessment Report 2019-2020	C. Wells
Administrative Units Assessment Report – Rubric* (9-30-20)	Council

Chad Brown/T. Wert

- Accounting and Budget
- Accounts Payable and Procurement Services
- Facilities
- International Programs
- KU Card Office and Mail Services
- Mail and Storeroom Services
- Office of Student Accounts
- Student Conduct
- Transportation Services

E. Pflugler/A. Sandt

- Academic Enrichment
- Career Development
- Distance Education
- Grants and Sponsored Projects
- Honors Program
- Information Technology
- Library

- Student Success Center
- Veterans Services

K. Rhode/M. Stevenson

- Admissions
- Community Outreach Center
- Counseling and Psychological Services
- Financial Aid
- LGBTQ+ Resource Center
- Health and Wellness Services
- Health Promotion and Alcohol and Other Drug Services
- Housing and Dining Services
- Women's Center

M. Demetor/C. Wells

- Disability Services Office
- Human Resources
- Institutional Research
- Office of Assessment
- Public Safety
- Registrar's Office
- Social Equity
- University Relations

J. Fox/G. Shelley

- KU Presents
- McFarland Student Union
- Multicultural Center
- New Student Orientation
- Pennsylvania German Cultural Heritage Center
- Residence Life
- Sports Medicine
- Student Assistance
- Student Involvement

*Timeline – Administrative Unit Assessment

- September 30, 2020* Review/revise mission statement; define core functions for 2020-2021; review/update unit operational goals and/or student learning outcomes for 2020-2021.
- November 16, 2020* Define criteria for success for each goal/student learning outcome; identify measures for each goal and student learning outcome.
- December 18, 2020* Final report for academic year 2019-2020.
- September 30, 2021* Submit summary of findings for each goal/student learning outcome and recommended response to the data.

Reminder: 2020 IUPUI Assessment Institute; online October 25-28, 2020; registration is free. For a list of sessions and more information see: <https://assessmentinstitute.iupui.edu/>.

Fall Semester Meetings

- Tuesday, October 13; 3:00 p.m. – 4:00 p.m.
- Tuesday, October 27; 3:00 p.m. – 4:00 p.m.
- Tuesday, November 10; 3:00 p.m. – 4:00 p.m.

Administrative Unit Assessment Council Meeting

Tuesday, October 13, 2020

3:00 p.m. – 4:00 p.m. Zoom Meeting

<https://kutztown.zoom.us/j/93835191896?pwd=VW9pVDYrZVE3VTU5bHhNeG5pNS8vdz09>

AGENDA

Guest: Krista Prock

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|---|-------------------|
| MSCHE Virtual Site Visit Committee (update) | C. Wells |
| Administrative Units Assessment Contacts (updated list) | Council |
| Administrative Units Second Assessment Session
(Friday, October 16; 10:00 a.m. – 10:50 a.m. and
11:00 a.m. – 11:50 a.m.) | K. Prock/C. Wells |
| Administrative Units and Programs Annual Assessment
Report 2019-2020 | C. Wells |
| Administrative Units Assessment Reports
(9-30-20) (updates) | Council |
| C. Brown/T. Wert | |
| <ul style="list-style-type: none">• Facilities• Financial Services (merging of Accounting and Budget,
Accounts Payable, and Procurement Services)• International Programs• KU Card Office and Mail Services• Mail and Storeroom Services• Office of Student Accounts• Student Conduct• Transportation Services | |
| E. Pflugler/A. Sandt | |
| <ul style="list-style-type: none">• Academic Enrichment• Career Development• Distance Education• Grants and Sponsored Projects• Honors Program• Information Technology• Library• Student Success Center• Veterans Services | |

K. Rhode/M. Stevenson (K. Prock)

- Admissions
- Community Outreach Center
- Counseling and Psychological Services
- Financial Aid
- LGBTQ+ Resource Center
- Health and Wellness Services
- Health Promotion and Alcohol and Other Drug Services
- Housing and Dining Services
- Women's Center

M. Demetor/C. Wells

- Disability Services Office
- Human Resources
- Institutional Research
- Office of Assessment
- Public Safety
- Registrar's Office
- Social Equity
- Tutoring
- University Relations

J. Fox/G. Shelley

- Athletics, Recreation, and Sports Medicine
- KU Presents
- McFarland Student Union
- Multicultural Center
- New Student Orientation
- Residence Life
- Student Assistance
- Student Involvement

Timeline – Administrative Unit Assessment

- September 30, 2020* Review/revise mission statement; define core functions for 2020-2021; review/update unit operational goals and/or student learning outcomes for 2020-2021.
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Fall Semester Meetings

- Tuesday, October 27; 3:00 p.m. – 4:00 p.m.
- Tuesday, November 10; 3:00 p.m. – 4:00 p.m.

Administrative Units Assessment Council Meeting

Tuesday, February 2, 2021
3:00 p.m. – 4:00 p.m. Zoom Meeting
<https://kutztown.zoom.us/j/98454441213>

AGENDA

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| Winter Assessment Day (1/12/21) | K. Prock |
| Website Updates | K. Prock |
| Middle States Commission on Higher Education | M. Stevenson |
| <ul style="list-style-type: none">• History of KU MSCHE Accreditation• Mid-Point Peer Review (MPPR)
(Fall 2022; Commission action – Spring 2023)• Self-Study (January 2026; Evaluation Team Visit –
Spring 2026) | |
| Administrative Units Assessment | K. Prock/Council |
| <ul style="list-style-type: none">• Contact List (1-4-21)• Non-Academic Program Review Schedule (1-24-21)• Administrative Assessment Reports (2019-2020 – updates)• Self-Studies/External Reviews
(completed in 2019-2020)
Community Outreach Center; Distance Education;
Human Resources; McFarland Student Union;
Student Involvement | |
| Administrative Units Third Assessment Session | K. Prock |
| Administrative Units and Programs Annual Assessment
Report 2019-2020 (Draft 1-20-21) | Stevenson/Council |
| Membership | Council |
| <ul style="list-style-type: none">J. Border (Enrollment Management and Student Affairs)K. Rhode (Finance and Facilities)G. Shelley (Implementation Team for Institutional Effectiveness) | |
| Timeline – Administrative Unit Assessment | |
| <i>September 30, 2020</i> | Review/revise mission statement; define core functions for 2020-2021;
review/update unit operational goals and/or student learning outcomes for
2020-2021. |
| <i>November 16, 2020</i> | Define criteria for success for each goal/student learning outcome; identify
measures for each goal and student learning outcome. |

December 18, 2020 Final report for academic year 2019-2020.

September 30, 2021 Submit summary of findings for each goal/student learning outcome and recommended response to the data.

Spring Semester Meetings

- Tuesday, February 23; 3:00 p.m. – 4:00 p.m.
- Tuesday, March 16; 3:00 p.m. – 4:00 p.m.
- Tuesday, April 6; 3:00 p.m. – 4:00 p.m.
- Tuesday, April 27; 3:00 p.m. – 4:00 p.m.
- Tuesday, May 18; 3:00 p.m. – 4:00 p.m.