

Administrative Unit Assessment Council Meeting

Thursday, June 6, 2019
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Members:

Johnee Border (Enrollment Management and Student Affairs)
R. Chad Brown (Academic Affairs)
Michael Demeter (Enrollment Management and Student Affairs)
Elizabeth Pflugler (Administration and Finance)
Kim Rhode (Administration and Finance)
Amy Sandt (University Relations and Athletics)
Greg Shelley (Implementation Team for Institutional Effectiveness)
Martha Stevenson (Academic Affairs)
Carole Wells (Implementation Team for Institutional Effectiveness)
Tammy Wert (University Relations and Athletics)

Five-Year Schedule for Administrative Units

C. Wells

- Academic- and Student-Support Program Review Summary Form
- Academic- and Student-Support Program Review Evaluation Sheet

Completed Five-Year Reviews (reviewed by Implementation Team)

C. Wells

- Academic Enrichment
- Career Services
- Facilities
- Center for Academic Success and Achievement (CASA)
- Grants and Sponsored Projects
- Housing and Residence Life
- Information Technology
- Institutional Research
- International Admissions
- KU Presents
- Marketing
- New Student Orientation
- Student Conduct
- University Relations

Outstanding Self-Studies (due 2018-2019)

- Financial Aid
- Graduate Admissions
- Honors Program
- Residence Life

- Sports Medicine
- Student Involvement
- Veterans Services

Outstanding External Reviews (due 2018-2019)

- Disability Services
- Distance Education
- Human Resources
- Office of Assessment
- Office of Student Accounts
- Procurement Services
- Public Safety
- Undergraduate Admissions

Completed External Reviews (to be reviewed)

Council

- Community Outreach Center
- GLBTQ Resource Center
- Multicultural Services/Multicultural Center
- Recreational Services
- Rohrbach Library
- Women's Center

2018-2019 Annual Institutional Report

C. Wells

Proposed Institutional Learning Outcomes and Process

Council

Communicate Effectively

Think Critically and Creatively

Value Diversity

Acquire Knowledge

Practice Social and Professional Integrity

Future Meetings

Council

Administrative Unit Assessment Council Meeting

Tuesday, June 18, 2019
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Middle States SharePoint Site (Non-Academic Program Reviews) C. Wells

Administrative Program Review Schedule (updated) C. Wells

Process for Review of Self-Studies/External Reviews Council

Documents to be reviewed and added to Middle States SharePoint site:

- Community Outreach Center Self-Study and External Review
- Disability Services External Review
- GLBTQ Resource Center Self-Study and External Review
- McFarland Student Union Self-Study
- Multicultural Services/Multicultural Center External Review
- Recreational Services External Review
- Rohrbach Library Self-Study and External Review
- Undergraduate Admissions External Review
- Women's Center Self-Study and External Review

Proposed Institutional Learning Outcomes and Process Council

Outstanding Self-Studies (due 2018-2019)

- Financial Aid
- Graduate Admissions
- Honors Program
- Residence Life
- Sports Medicine
- Student Involvement
- Veterans Services

Outstanding External Reviews (due 2018-2019)

- Distance Education
- Human Resources
- McFarland Student Union
- Office of Assessment
- Public Safety

Members:

Jhnee Border (Enrollment Management and Student Affairs)
R. Chad Brown (Academic Affairs)
Michael Demeter (Enrollment Management and Student Affairs)
Elizabeth Pflugler (Administration and Finance)
Kim Rhode (Administration and Finance)
Amy Sandt (University Relations and Athletics)
Greg Shelley (Implementation Team for Institutional Effectiveness)
Martha Stevenson (Academic Affairs)
Carole Wells (Implementation Team for Institutional Effectiveness)
Tammy Wert (University Relations and Athletics)

Next Meeting: Tuesday, July 16, 2019; 1:00 p.m. – 2:00 p.m., Stratton Room 317

Administrative Unit Assessment Council Meeting

Tuesday, July 16, 2019
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Guests: Professor Krista Prock, Dr. Karen Rauch

Institutional Learning Outcomes	Council
Administrative Program Review Schedule (updated)	C. Wells
Self-Study/External Reviews	
• Community Outreach Center Self-Study and External Review	
• Disability Services External Review	M. Demetor
• GLBTQ Resource Center Self-Study and External Review	
• McFarland Student Union Self-Study	
• Multicultural Services/Multicultural Center External Review	
• Recreational Services External Review	
• Rohrbach Library Self-Study and External Review	
• Undergraduate Admissions External Review	
• Women’s Center Self-Study and External Review	M. Stevenson
Evaluation Sheet/Descriptions	
Members:	
Johnee Border (Enrollment Management and Student Affairs)	
R. Chad Brown (Academic Affairs)	
Michael Demetor (Enrollment Management and Student Affairs)	
Elizabeth Pflugler (Administration and Finance)	
Kim Rhode (Administration and Finance)	
Amy Sandt (University Relations and Athletics)	
Greg Shelley (Implementation Team for Institutional Effectiveness)	
Martha Stevenson (Academic Affairs)	
Carole Wells (Implementation Team for Institutional Effectiveness)	
Tammy Wert (University Relations and Athletics)	

Future Meetings

Administrative Unit Assessment Council Meeting

Tuesday, August 13, 2019
2:30 p.m. – 3:30 p.m.
Stratton Administration Building Room 317

AGENDA

Guest: Krista Prock

Administrative Program Review Schedule (updated)	C. Wells
Evaluation Sheet – External Reviews	C. Wells
<i>Completed Evaluations</i>	
GLBTQ Resource Center Self-Study	E. Pflugler
McFarland Student Union Self-Study	A. Sandt
Recreational Services Self-Study and External Review	K. Rhode
Women’s Center Self-Study and External Review	M. Stevenson
<i>Evaluations to be Completed</i>	
Disability Services Self-Study and External Review	M. Demetor
GLBTQ Resource Center External Review	E. Pflugler
Multicultural Services/Multicultural Center Self-Study and External Review	C. Brown
Rohrbach Library Self-Study and External Review	J. Border
Undergraduate Admissions Self-Study and External Review	T. Wert
Nuventive Improve/TracDat	Council
• Archiving for 2019-2020	
• What to include going forward	
• Training or use graduate assistant(s)	
Administrative Units and Programs Review Guidelines	Council
Administrative Units and Programs Assessment Report	Council
Future Meetings	

Administrative Unit Assessment Council Meeting

Tuesday, August 27, 2019
3:00 p.m. – 4:00 p.m.
Stratton Administration Building Room 317

AGENDA

Completed Evaluations

Disability Services Self-Study and External Review	M. Demetor
GLBTQ Resource Center Self-Study	E. Pflugler
McFarland Student Union Self-Study	A. Sandt
Multicultural Services/Multicultural Center Self-Study	C. Brown
Recreational Services Self-Study and External Review	K. Rhode
Rohrbach Library Self-Study and External Review	J. Border
Women's Center Self-Study and External Review	M. Stevenson

Evaluations to be Completed

Community Outreach Center Self-Study and External Review	
GLBTQ Resource Center External Review	E. Pflugler
Multicultural Services/Multicultural Center External Review	C. Brown
Undergraduate Admissions Self-Study and External Review	T. Wert

Self-Studies not Completed in 2018-2019 (?)

Sports Medicine
Student Involvement

External Review not Completed in 2018-2019 (?)

Public Safety

REMINDERS FOR 2019-2020

Self-Studies

Counseling and Psychological Services
Frederick Douglass Institute
Graduate Admissions
Honors Program
Marketing
Office of Assessment
Registrar's Office
Student Assistance
University Relations
Veterans Services

External Reviews

Athletics

Dining Services
 Distance Education
 Financial Aid (?)
 Housing
 Human Resources
 McFarland Student Union
 Office of Student Accounts
 Residence Life
 Sports Medicine (no Self-Study in 2018-2019)
 Student Involvement (no Self-Study in 2018-2019)

Administrative Units and Programs Annual Assessment Report
 (draft outline)

Future Agenda Items:

Administrative Units and Programs Review Guidelines
 Nuventive Improve/TracDat

Future Meetings (Stratton Administration Building Room 317)

Tuesday, September 17, 2019	3:00 p.m. – 4:00 p.m.
Tuesday, October 15, 2019	3:00 p.m. – 4:00 p.m.
Tuesday, December 3, 2019	3:00 p.m. – 4:00 p.m.
Tuesday, January 7, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, January 28, 2020	3:00 p.m. – 4:00 p.m.

Administrative Unit Assessment Council Meeting

Tuesday, September 17, 2019
3:00 p.m. – 4:00 p.m.
Stratton Administration Building Room 317

AGENDA

Welcome – Jacqueline Fox	Council
Nuventive Improve/TracDat Demonstration Debriefing	Council
<i>Completed Evaluations</i>	
Disability Services Self-Study and External Review	M. Demeter
GLBTQ Resource Center Self-Study	E. Pflugler
McFarland Student Union Self-Study	A. Sandt
Multicultural Services/Multicultural Center Self-Study	C. Brown
Recreational Services Self-Study and External Review	K. Rhode
Rohrbach Library Self-Study and External Review	J. Border
Women’s Center Self-Study and External Review	M. Stevenson
<i>Evaluations to be Completed</i>	
Community Outreach Center Self-Study and External Review	
GLBTQ Resource Center External Review	E. Pflugler
Multicultural Services/Multicultural Center External Review	C. Brown
Public Safety and Police Services External Review (no AUAC evaluation required)	
Sports Medicine Self-Study	
Student Involvement Self-Study	
Undergraduate Admissions Self-Study and External Review	T. Wert

REMINDERS FOR 2019-2020

Self-Studies

Counseling and Psychological Services
Frederick Douglass Institute
Graduate Admissions
Honors Program
Marketing
Office of Assessment
Registrar’s Office
Student Assistance
University Relations
Veterans Services

External Reviews

Athletics
 Dining Services
 Distance Education
 Financial Aid
 Housing (will work with Residence Life)
 Human Resources
 McFarland Student Union
 Office of Student Accounts
 Residence Life (will work with Housing)
 Sports Medicine (moved to 2020-2021)
 Student Involvement

Update – 9/11/19 Implementation Team Meeting

C. Wells

- ❖ Administrative Unit Assessment Council Summary
- ❖ Administrative Program Self Studies/External Reviews
- ❖ Institutional Effectiveness (web presence)
 (About KU → Administration → after Strategic Plan, link to
 Institutional Effectiveness)

Note: covered expenses for external reviews are \$1,000 for reviewers + expenses for a total of \$2,000; depends on division policy.

Future Agenda Items:

Administrative Units and Programs Annual Assessment Report
 (draft outline)
 Administrative Units and Programs Review Guidelines/Evaluation Form

Future Meetings (Stratton Administration Building Room 317)

Tuesday, October 15, 2019	3:00 p.m. – 4:00 p.m.
Tuesday, December 3, 2019	3:00 p.m. – 4:00 p.m.
Tuesday, January 7, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, January 28, 2020	3:00 p.m. – 4:00 p.m.

Administrative Unit Assessment Council Meeting

Tuesday, October 15, 2019
3:00 p.m. – 4:00 p.m.
Stratton Administration Building Room 317

AGENDA

Guest – K. Prock

- Add AUAC, including list of members, on assessment committee page
<https://www.kutztown.edu/about-ku/administrative-offices/assessment/committees.html>
- September Assessment Day
- January Assessment Day
- Nuventive Improve/TracDat

Institutional Learning Outcomes (update)

C. Wells

Administrative Five-Year Program Review Schedule (10/14/19)

Council

Review AUAC Charge:

Council

- coordinating ~~the schedule for~~ administrative program outcome assessments and providing support for the use of these annual assessments in five-year self-studies and external reviews.
- ~~(b.)~~ reviewing ~~completed~~ administrative program outcome assessment plans and providing feedback on their efficacy and appropriateness self-studies and external reviews.
- ensuring that outcomes developed by administrative programs are in alignment with the University mission and are used for continuous improvement.
- reviewing self-studies and external reviews and~~(e.)~~ providing feedback to division vice presidents on the extent to which administrative units are successfully meeting identified unit outcomes.
- ~~(d.)~~ identifying the actions taken on the recommendations listed in the self-studies and external reports.
- preparing an annual report on the state of outcomes assessments and sharing those findings with the campus community.
- facilitating conversations with stakeholders about assessment results.

Annual Assessment Template (e.g., unit goals, annual assessment, program assessment)

Council

Administrative Units and Programs Annual Assessment Report
(2018-2019 draft)

Council

As May Arise

Council

Future Meetings (Stratton Administration Building Room 317)

Tuesday, December 3, 2019 3:00 p.m. – 4:00 p.m.

Tuesday, January 7, 2020 3:00 p.m. – 4:00 p.m.

Tuesday, January 28, 2020 3:00 p.m. – 4:00 p.m.

Completed Evaluations

Disability Services Self-Study and External Review

M. Demeter

GLBTQ Resource Center Self-Study and External Review

E. Pflugler

McFarland Student Union Self-Study

A. Sandt

Multicultural Services/Multicultural Center Self-Study

C. Brown

Recreational Services Self-Study and External Review

K. Rhode

Rohrbach Library Self-Study and External Review

J. Border

Undergraduate Admissions Self-Study and External Review

T. Wert

Women's Center Self-Study and External Review

M. Stevenson

Evaluations to be Completed

Community Outreach Center Self-Study and External Review

Human Resources Self-Study and External Review

Multicultural Services/Multicultural Center External Review

C. Brown

REMINDERS FOR 2019-2020

Self-Studies

Counseling and Psychological Services

Frederick Douglass Institute

Graduate Admissions

Honors Program

Marketing

Office of Assessment

Registrar's Office

Student Assistance

University Relations

Veterans Services

External Reviews

Athletics

Dining Services

Distance Education
Financial Aid
Housing (will work with Residence Life)
McFarland Student Union
Office of Student Accounts
Residence Life (will work with Housing)
Sports Medicine (moved to 2020-2021)
Student Involvement

Note: covered expenses for external reviews are \$1,000 for reviewers + expenses for a total of \$2,000; depends on division policy.

Future Agenda Items:

Administrative Units and Programs Review Guidelines/Evaluation Form

Administrative Unit Assessment Council Meeting

Tuesday, December 3, 2019
3:00 p.m. – 4:00 p.m.
Stratton Administration Building Room 317

AGENDA

Guest – K. Prock

- January Assessment Day
- Nuventive Improve/TracDat
- Assessment Infrastructure Diagram

Institutional Learning Outcomes (update)

C. Wells

Institutional Effectiveness Website

K. Prock/C. Wells

Summary Reports to Vice Presidents (Disability Services,
GLBTQ Resource Center, McFarland Student Union,
Multicultural Services/Multicultural Center, Recreational Services,
Rohrbach Library, Undergraduate Admissions, Women's Center)

C. Wells

Monitoring Report Update for Non-Academic Programs
(November 6 E-mail)

C. Wells

Administrative Units and Programs Annual Assessment Report
(2018-2019 draft)

Council

As May Arise

Future Meetings (Stratton Administration Building Room 317)

Tuesday, January 7, 2020 3:00 p.m. – 4:00 p.m.
Tuesday, January 28, 2020 3:00 p.m. – 4:00 p.m.

Administrative Unit Assessment Council Meeting

Tuesday, January 7, 2020

3:00 p.m. – 4:00 p.m.

Stratton Administration Building Room 317

AGENDA

Assessment Infrastructure Diagram	Council
Non-Academic Program Review Schedule	Council
2018-2019 Annual Updates for Non-Academic Programs	Council
<ul style="list-style-type: none">• Admissions• Communications• Community Outreach Center• Conference and Event Services• Financial Aid Services• Health and Wellness Services – Clinical Services• Health Promotion and Alcohol and Other Drug Services• Intercollegiate Athletics• KU Presents!• Marketing and Digital Media• McFarland Student Union Operations• New Student Orientation• Office of Social Equity• Office of Student Involvement• Recreational Services• Residence Life• Rohrbach Library• Sports Information• Sports Medicine• Student Conduct• Student Involvement• Tutoring Services	
Administrative Units and Programs Annual Assessment Report 2018-2019 (draft)	Council
Monitoring Report (draft)	C. Wells
As May Arise	

Spring Semester Meetings (Stratton Administration Building Room 317)

Tuesday, January 28, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, February 11, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, February 25, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, March 10, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, March 24, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, April 7, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, April 21, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, May 5, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, May 19, 2020	3:00 p.m. – 4:00 p.m.

Administrative Unit Assessment Council Meeting

Tuesday, February 11, 2020
3:00 p.m. – 4:00 p.m.
Stratton Administration Building Room 317

AGENDA

Assessment Infrastructure Diagram (revised)	Council
Administrative Units and Programs Annual Assessment Report 2018-2019	Council
Monitoring Report (draft sections)	C. Wells
Middle States Monitoring Report Site Visit (draft)	C. Wells
As May Arise	

Spring Semester Meetings (Stratton Administration Building Room 317)	
Tuesday, February 25, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, March 10, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, March 24, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, April 7, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, April 21, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, May 5, 2020	3:00 p.m. – 4:00 p.m.
Tuesday, May 19, 2020	3:00 p.m. – 4:00 p.m.

Administrative Unit Assessment Council Meeting

Tuesday, February 25, 2020
3:00 p.m. – 4:00 p.m.
Stratton Administration Building Room 317

AGENDA

Guest: Krista Prock

Monitoring Report (update)

K. Prock

Non-Academic Assessment (moving forward)
(e.g., SLOs/ILOs; should divisions have different or same expectations; setting up ongoing series of workshops; direct vs. indirect assessment; benchmarking; writing goals/objectives; identifying contact person in each division)

K. Prock

As May Arise

Spring Semester Meetings (Stratton Administration Building Room 317)

Tuesday, March 10, 2020 3:00 p.m. – 4:00 p.m.

Tuesday, March 24, 2020 3:00 p.m. – 4:00 p.m.

Tuesday, April 7, 2020 3:00 p.m. – 4:00 p.m.

Tuesday, April 21, 2020 3:00 p.m. – 4:00 p.m.

Tuesday, May 5, 2020 3:00 p.m. – 4:00 p.m.

Tuesday, May 19, 2020 3:00 p.m. – 4:00 p.m.

Administrative Unit Assessment Council Meeting

Tuesday, April 7, 2020
3:00 p.m. – 4:00 p.m.
Zoom Meeting

AGENDA

Guest: Krista Prock

Middle States Update

C. Wells

Non-Academic Assessment

K. Prock/C. Wells

- Keeping the momentum going
- External team visits
- Identifying assessment contacts in each division
(received from University Relations and Athletics)
- Nuventive
- Mission statements

As May Arise

Spring Semester Meetings (Stratton Administration Building Room 317 or Zoom Meeting)

Tuesday, April 21, 2020 3:00 p.m. – 4:00 p.m.

Tuesday, May 5, 2020 3:00 p.m. – 4:00 p.m.

Tuesday, May 19, 2020 3:00 p.m. – 4:00 p.m.

Administrative Unit Assessment Council Meeting

Tuesday, April 21, 2020
3:00 p.m. – 4:00 p.m.
Zoom Meeting

AGENDA

Guest: Krista Prock

Middle States Conversation with Dr. Idna Corbett	C. Wells
Non-Academic Self-Studies and External Reviews (Update)	C. Wells
Division Assessment Contacts	K. Prock
Sharing the Nuventive Screen	K. Prock
Draft Non-Academic Unit Assessment Procedure	K. Prock/C. Wells
1. Update unit listing in Nuventive.	
2. Review/update mission statement.	
3. Review/update unit operational goals and/or student learning outcomes.	
4. Complete template (K. Prock to provide).	
5. Ensure self-studies and external reviews are completed as scheduled.	

As May Arise

Spring Semester Meetings (Stratton Administration Building Room 317 or Zoom Meeting)
Tuesday, May 5, 2020 3:00 p.m. – 4:00 p.m.
Tuesday, May 19, 2020 3:00 p.m. – 4:00 p.m.

Administrative Unit Assessment Council Meeting

Tuesday, May 19, 2020
3:00 p.m. – 4:00 p.m.
Zoom Meeting

AGENDA

Guests: Brian Meares, Krista Prock

Kutztown University Decennial Self-Study
SharePoint Site (Non-Academic Program
Reviews)

B. Meares

Non-Academic Program Review Schedule

C. Wells

Administrative Unit Goal Assessment Template*

K. Prock

- Professional development opportunities
(e.g., mission, core functions, goals)
- Timeline
- Due date for final report (data from 2020-2021)

Future Meetings

C. Wells

As May Arise

*Non-Academic Unit Assessment Procedure

1. Update unit listing in Nuventive.
2. Review/update mission statement.
3. Review/update unit operational goals and/or student learning outcomes.
4. Complete template.
5. Ensure self-studies and external reviews are completed as scheduled.

Administrative Unit Assessment Council Meeting

Tuesday, June 30, 2020
3:00 p.m. – 4:00 p.m.
Zoom Meeting

AGENDA

Guests: Brian Meares, Krista Prock

- “Developing and Revising an Effective Administrative Assessment Plan” Workshop C. Brown/E. Pflugler/T. Wert
- Middle States Commission on Higher Education (Updates) C. Wells
- Annual Institutional Update (7/13/20 – 8/14/20)
 - Middle States – KU History of Accreditation
 - Follow-up Site Visit (11/12/20-11/13/20)
(optional virtual site visit/delayed site visit)
- Academic Assessment Council (6/18/20 meeting) K. Prock
- Kutztown University Decennial Self-Study
SharePoint Site (6/11/20 meeting with H. Fox/A. Mull) B. Meares/C. Wells
- Non-Academic Program Review Schedule (6/16/20) C. Wells
- Administrative Unit Goal Assessment Template* K. Prock
- September Administrative Units Assessment Day K. Prock/C. Wells
- Thursday, September 3, 9:00 a.m. – 11:00 a.m. OR
 - Friday, September 4, 10:00 a.m. – 12:00 p.m. OR
 - Tuesday, September 8, 9:00 a.m. – 11:00 a.m.
 - Presenters

*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.

Fall Semester Meetings

- Tuesday, September 1; 3:00 p.m. – 4:00 p.m.
- Tuesday, September 15; 3:00 p.m. – 4:00 p.m.
- Tuesday, September 29; 3:00 p.m. – 4:00 p.m.
- 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.