

Notes - Academic Assessment Council
Thursday, October 18, 2018, 10:00 a.m., AD 317

Present: Krista Prock, Anne Zayaitz, Carole Wells, Karen Rauch, Greg Shelley, John Ward, Anne Carroll, Denise Bosler, George Sirrakos, Diane King, Mary Eicholtz, Gil Clary, Michelle Kiec, Jonathan Kremser, Natalie Snow and Crystal Horninger

SharePoint is in the works. Prock will send a link and log-in instructions to the members of the committee. Documents will be sorted by college and department the graduate assistants will have access to upload the documents. Discussion followed. This is to store artifacts departments have submitted. This site can be used to provide Middle States visiting team with access to documents.

Assessment Rubric: After receiving feedback, changes were made to the organization. If green, it completely meets the description. Yellow partially meets and red does not meet the criteria. Very few red indicators should be in each category.

Curriculum Maps: We only asked for a map with required courses. All programs should have a curriculum map with all courses. In the description, it is asking for all courses. We could make a recommendation to have all courses in the map in the future. Discussion followed. Another level, such as green with a star for those who did more than what is expected. This will also need to be addressed through the UCC. Each SLO should align with an institutional outcome.

Types of assessment: direct and indirect. Language has been added for clarification. This will be shared with the college community. Discussion followed. At least one assessment per outcome should be included.

Collection of Artifacts: Language will be revised for clarification.

Collaborative Effort: Prock divided the expectation for work to be done now and for work to be done later.

Assessment Plan: Template indicates a time period over three years.

Rubrics and Criteria of Success: Discussion followed. At various levels rather than various points.

Criteria for Success: One for each program should be identified. At some point, it would be helpful to provide samples.

Data Collection and Analysis: Separate collection and analysis and their procedures will need to be created. A summary and conclusion of results and not all the details.

Sample Population: We need to keep in mind the size of the population. Language should be changed to an appropriate collection in relation to program size. The sample size should be noted.

Assessment Action: Discussion followed. Prock will revise and distribute to the committee. Where necessary, it may be helpful to include a rationale based on decisions made by the department.

List of Programs: A new version will be sent out to make changes. Assignments will change slightly. Deans will be sharing feedback with the programs. November 15 deadline for rubrics and criteria of success, but the feedback should come before November 15. Discussion followed.

Deadline: October 29 to complete the revised distribution list for SLO's and curriculum maps. If the deadline needs to be adjusted, advise Prock. Paralegal has the same SLO's in each of the majors. Submit feedback on chart. One chart for each program.

General Studies Program: Rauch and Shelley shared they have SLO's, and Steve Lem will create a curriculum map. They will be looking at that to see where adjustments should be made. The faculty committee is concerned because it is changing drastically, and their possible load will change too. It will be much more time-consuming. The students in the program are not all in CLAS. A subset of the CLAS assessment committee will be in charge of collecting artifacts for now. Discussion followed. General Studies will now have a program review.

Kutztown University History of Middle States accreditation: Wells shared documents including the history document written by Middle States, including the history from Middle States. In 1983, the State System was initiated, as well as the collective bargaining units. Many changes have been made over the years. The assessment piece is not an expectation from the last ten years, but for many years before. We need to show a sustainable culture of assessment. She explained that we have been given notice over the years. Kutztown needs to show and convince an accrediting body that we are making changes to the culture. The Commission had looked back on our history.

Which assessment artifacts should be made available on the website? SLO's are on the Office of Assessment website. University Relations and IT are working to add SLO's on the University website. Discussion followed regarding the placement of highlights. For consistency, this needs to be included in the left-hand banner. Discussion followed. After checking websites from other institutions, it is spotty with SLO's on sites. SLO's should be added for now. We will look at this again in future meetings soon. It was suggested curriculum maps be placed on the UCC page or at least a link to the curriculum maps.

It was asked if SLO 7 is being assessed for each course or just FYS. Sirrakos indicated just FYS this semester. Next semester another SLO will be assessed. An email will go out tomorrow alerting the faculty. The assessment plan can be sent to all the deans for advice.

Meeting adjourned at 10:45 am.

10/26/2018