

Notes - Academic Assessment Council

Thursday, November 15, 2018, 9:00 a.m. – 11:00 a.m., AD 317

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

SharePoint: Prock announced all rubrics are on the site. They are linked as reviews. Updates have been made based on suggestions from the last meeting. The deadline is today, November 15th for the rubrics and the beginning of the assessment report. The GAs will update to SharePoint as soon as possible. The site will be organized by department instead of the college. Prock will email when they are available on the site.

Evaluation teams: The listing has been revised and the new listing distributed. We need to decide how much feedback we will provide. Discussion followed. It is noted that sometimes the best way to improve a rubric is to first use it. It was suggested that a general statement be made to request reflection as they are using the rubric. There are three parts of the SLO rubric. Unless all three parts are “green”, then a “green” cannot be given to a rubric.

TracDat: Communication has been occurring with the deans.

Monitoring Report: Prock, Wells and Clary have been meeting and are drafting the report. Part of the review is adding updates to the Suskie report. Any issues with XXXX deadline. At least one extension has been granted, and it is anticipated there will be some gaps in the report.

GEAC 2017-18 Report: On January 14th, 2019, it is being discussed for this group to meet after the morning workshop. Discussion followed. We need to have the information and report available to everyone in the campus community. We want to show how we have accomplished this in the monitoring report. It was suggested that an executive summary be written to share with the community. GEAC will send guiding questions to lead a discussion with the campus with the hope to make the discussion more fruitful. They will be shared with AAC, GEC and the assessment committees on campus. This will help the discussion on January 14th. Does this group want a speaker each fall? This event could also acknowledge the work being done on campus. It could be used as a *share-a-thon* – sharing what has been accomplished this year to make it meaningful for people and encourage them to want to participate and attend.

Suskie chart: Wells, Clary and Prock have been working to update this chart.

- 4th column – includes our updates to the remarks in columns 1 through 3. The fifth includes further updates made. It is felt we should add something about the 2017-18 report with changes based on data.
- Educational goals/program of study. Updates are included.
- Degree level – updates in the 4th and 5th column.
- Institution’s mission – the new general education goals were mission driven. Will add/provide evidence from the general education revision proposal.
- Educational goals at institutional level – at graduate council, there was a motion to provide information from the graduate programs.

Discussion followed. It is felt we should set core SLOs for the institution. In graduate programs, there are specific learning outcomes. Not all graduate students have a Kutztown University undergraduate degree. We have programs that are only graduate or undergraduate programs, and have undergraduate programs that do

not have a graduate program. For now, we need the graduate programs to report. How do we want this information? We could provide a spreadsheet and ask programs to report how they align. Deadline?

- Website: the education goals at degree/program level are on the Assessment website. Should they also be on the institutional site? Zayaitz will present a recommendation to Cabinet for approval before implementation.
- Goals and degree programs: language pertaining to graduate programs will be added.
- Educational experiences: more information request for revised information on curriculum maps. Administrative programs are starting their work.
- Institution's mission: should we note the interrelationship? How should we demonstrate this? Add feedback date on timeline.
- V2 organized and systematic assessments: we added general education SLOs on a three-year cycle. GEAC has a schedule until 2024. AAC needs to discuss our long-term schedule. We perform annual assessments and five-year assessments.
- V2 degree and program goals: all programs submitted items for October 15, 2018 deadline.
- Benchmarking: GEAC is discussing this. They will review. We need to use language consistently. In our next report, a glossary of terms will be included at the report. Instead of benchmark, we will use the term criteria of success. We will use past data to define criteria of success.
- V2b mission statement on website: we will prepare students for successful careers, meaningful lives, and where appropriate, further education. Discussion followed. We do it through programming, but we need to articulate how we do it. FYS, and we are assessing that this fall. We retain many undergraduates into our graduate program. We have data for the further education. One of the ways we prepare students for success is through advisement. Suskie only reviewed Chapter 5. We do address these questions in general education, but we need to articulate this better. Surveys are sent by the Career Development Center after six months to see how graduates are doing. Return rate is low. Discussion followed.
- V2c student achievement: it is the work of all the committees, i.e. AAC, Admin AC, college assessment committees, etc.
- V2c communicate results of assessment to the community: the College of Business has a workshop and they share results. We should also advise all the GEAC reports are on the website, and we have workshops.
- V3consideration and use of assessment results: updates will be made.
- V5 assessment of Assessment: annual September consultant visit and in January a program about assessment.

Next meeting is on December 6th. Prock announced spring meetings will continue at this time. If any issues, please let Prock know as soon as possible.

The January 14th event will run from 9 am until 2:30 pm.

Zayaitz announced Gil Clary will retire at the end of the academic year. Wells will chair the search committee. It is hoped someone will be hired as he is leaving Kutztown.

Meeting adjourned at 10:50 am.

11/29/2018