

Notes - Academic Assessment Council  
Tuesday, July 31, 2018, 10:00 – 12:00 p.m., AD 317

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

Absent: Gil Clary, Jonathan Kremser

**Announcements:** Eicholtz has been working on general education assessments and is writing the annual GEAC report – no major was assessed. GEAC assessed the Critical Thinking and Writing Intensive SLO's. Kutztown only requires one CT course, and we evaluate during the student's freshmen year. 543 artifacts from 67 faculty were requested. We had about 45% compliance. It is similar to last year's results. About 212 samples were reviewed.

Writing Intensive – 715 samples requested from 99 faculty members – about 53% compliance. About 235 writing samples were reviewed. Eicholtz will send a rough draft to the Committee. Overall, we had about 50% compliance.

**Review Assessment Timelines:** Feedback dates were added for chairs or program directors. Feedback for SLO's before the semester begins – August 24<sup>th</sup>. Discussion followed. Curriculum maps deadline change to October 15<sup>th</sup>. Before spring break final feedback to chairs on submitted items. SLO review and publishing – website sent to University Relations for publication today and should be available shortly. Prock to send URL to Council.

**2017-2018 Program Assessment Completed Templates:** CLAS – they should have 30 programs. As of yesterday, at 87% compliance.

We will complete their report in the minor as the example of Fullerton Cal State. Snow to give Prock ??? program inventory for assessments not completing the website SLO's. The most important part is to make sure that the program is completing the cycle. Discussion followed. Prock wants to set up a repository of Kutztown information. Nuventive would receive that information to conform our site on the program. CVPA and COB had full compliance from their departments. Wells indicated we are bringing in a consultant, Linda Suskie who has worked with other institutions who are on warning. She said we have to have everything in place by the end of the fall semester. She will be coming two days after Dr. Corbett of Middle States visits. She will explain we need 100% compliance. Wells sent her all the materials and she will review it prior to the visit.

**Accountability issues:** In the report due August 30, 2018, there will be information about who did and did not report this year. Next year, this could be different.

Prock will be attending the Chairnet meeting, and will offer support to the chairs at that meeting. Discussion followed. An email was drafted by Provost Zayaitz, and she will send it after the Trustees have met with Dr. Hawkinson. Being on warning is very serious for the University, and the chairs and faculty need to know this is so. There are many programs who have been doing a good job with assessment. In the new TracDat version, there is a place for department goals and another for program goals. We need to know which we can move or not. We are going to take one step at a time. TracDat needs to be current, and then the new information will be entered. It will be fair quick once the site is ??? It is hoped that this process will jive with program review. Discussion followed. Prock will keep the Council up-to-date when TracDat is ready.

**KU Institutional Effectiveness Assessment Plan:** Add feedback dates to the timeline. The goal is to have this complete by the end of the summer.

Appendix II is from California State U/Fullerton. It would be beneficial to have the form complete. Terms to be defined. Other changes discussed. Creditable definition – what do we mean? Can you make a claim that the measure aligns to the SLO's? We create a culture of assessment through training, guidance, communication and feedback. Examples should be provided as well. We need to provide a holistic approach, and we need to be moving in the same direction. We also have to keep in mind our report to Middle States is due March 15, 2019. It was agreed to have small teams look at the SLO's together. It was agreed to look at these at the August 8<sup>th</sup> meeting, then August 24<sup>th</sup>. The Deans to send the SLO's to be reviewed on August 8, 2018. Prock to make a new list of assignments.

12/15 program assessment plans complete with a schedule of assessments and complete rubrics for the SLO's to be assessed in 2018-2019.

SLO #6 – provided as an example. Can we use something like this for these purposes? In the College of Business, their rubrics are set up differently. Discussion followed. Rubric – to be revised, remove the explanation below the definition. Prock will review, distribute and include it on the website.

12/15 – plans can be entered as much as possible. They should all be included every three years.

Goals – a listing of when the programs and held in one place. Using the template will give a head start to see what is going to be done. We will review and finalize the curriculum map templates before the semester begins.

**AAC Charge:** Combine point 1 and 2; annual SLO assessment instead of program assessments. Align with the strategic plan instead of University mission. Prock will revise and distribute an updated charge.

*We will keep the August 16<sup>th</sup> meeting as planned.*

Meeting adjourned at 11:30 pm.