

Office of Executive Director of Institutional Effectiveness and Human Resources

WHAT: Minutes - University Assessment Committee (UAC) Meeting

WHEN: (3:00 – 4:00) 9 April 2020

WHERE: Caspari, 3rd Floor Henderson Conference Room

Requested Attendees:

Academic Review Committees:

- Arts and Sciences: Michael Scanlan
- Education and Human Development: Dr. Susan Khan
- Nursing: Dr. Debra Clark
- Allied Health: Dr. Joel Hicks
- Business and Technology: Dr. Danny Upshaw / Dr. Lily Pharris

Administrative Review Committee:

- Registrar: Yvette Ceasar-Williams
- Library: Abbie Landry – Abbie Landry
- Auxiliary & Support Services: Jennifer A. Kelly
- Athletics: Dustin Eubanks
- External Affairs: Leah Jackson
- Student Experience: Frances Conine / Reatha Cox / Jana Lucky
- Technology Innovation and Economic Development: Suzette Hadden
- Information Technology Services: Ron Wright (*absent*)
- Business Affairs: Terra Raupp (*absent*)
- University Affairs & Police: Jon Caliste
- Internal Auditor: Dawn Eubanks
- Institutional Research: Dawn Mitchell
- Office of Institutional Effectiveness: Frank Hall/Roni Biscoe

Leadership:

- Provost and VP, Academic Affairs: Dr. Greg Handel
- VP, Technology, Innovation, and Economic Development: Dr. Darlene Williams
- Interim VP, The Student Experience: Frances Conine
- Interim Dean, College of Arts and Sciences – Dr. Frances Lemoine
- Dean, Gallaspy College of Education and Human Development – Dr. Kim

McAlister

- Dean, College of Business and Technology – Dr. Margaret Kilcoyne

MINUTES:

- ❖ The Director of Institutional Effectiveness (DIE) reviewed the IE Model Planning Calendar highlighting this was the last UAC meeting for the spring semester and that all annual assessment reports are due on 19 June 2020.

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- ❖ The committee discussed the COVID-19 Coronavirus impact on assessments. Most of the programs mentioned minimal to marginal effect with several already instituting mitigation measures to facilitate report completion.
- ❖ The DIE stressed every program should be able to complete an assessment report this year despite the impact of the Coronavirus. That each program/unit coordinator should:
 - Have thought through and or implemented alternative assessment data collection plans as part of the transition to social distancing-online format.
 - Leverage mid-year assessment results and, if necessary, based on impact to final spring semester results/data, extrapolate mid-year results for the full year.
 - Have a finding for this year (met/not met). We should be able to describe what went well last year and what did not, and based on the analysis of those results, explain what changes we implemented this year to drive improvement. Hopefully, we can then describe how those changes impacted student learning this year.
 - Remember, the assessment covers the entire year. We were already through the second-semester mid-terms and only had six weeks to commencement. We should be able to determine somewhat reliably the impact of the changes we implemented last fall on student learning.
 - The Provost stressed when making decisions associated with the Coronavirus that we are purposeful based on the conditions and the type of students we have at Northwestern. Unfortunately, there is no one size fits all solutions.
- ❖ The committee reviewed the format and requirements for the final assessment reports. The DIE explained the importance of following the format and using the SACSCOC like language when writing the response to a “measure” of a student learning or service outcome. The slide “Writing an Assessment Measure by the numbers” is a tool to help report writers in following the format using the preferred language. College coordinators, please provide each degree program coordinator a copy of this slide to use as a guide.
- ❖ The next meeting is 10 June 2020 at 3:00 via WebEx or Henderson Conference Room.
- ❖ The meeting adjourned at 4:00.