Minutes of the Meeting of the Assessment Committee
Monday, September 12, 2011 – 3:30 p.m.
Academic Affairs Conference Room, Founder’s Hall 2147

Present: Chair Jeanne Butler, Wayne Briner, Karin Covalt, Tony Earls, Chris Jochum, Mary Kommers, Janet Lear, Susan Mueller, Scott Unruh and Doug Waterfield

Absent: Angela Hollman

The meeting was called to order by Director of Assessment, Jeanne Butler, at the above time and place. Butler welcomed all members of the Assessment Committee to the first meeting of 2011-12. Tony Earls, the new member from Student Affairs, was introduced to other members of the committee. Two members of the committee have yet to be appointed. The committee for AY 2011-12 is as follows:

Office of Assessment: Jeanne Butler, Chair
College of Business & Technology: Angela Hollman, Industrial Technology
College of Education: Janet Lear, Economics
College of Fine Arts & Humanities: Scott Unruh, HPERLS
College of Natural & Social Sciences: Mary Kommers, Comm Disorders
Faculty Senate: Doug Waterfield, Art & Art History
Library: Chris Jochum, Modern Languages
Student Affairs: Wayne Briner, Psychology
Web Manager: TBA
Assessment Assistant: TBA

Old Business:

I. NONE

New Business:

I. Assessment activities for 2010-2011 and planned activities for 2011-2012.
Dr. Butler distributed to the committee a recap of Assessment events and activities for AY 2010-11 and a schedule of Assessment events for 2011-12. (Attachment 1)

Dr. Butler shared copies of the HLC letter to Chancellor Kristensen from Robert Appleson, Vice President for Accreditation Relations at the Higher Learning Commission. This letter states, “... I accept the report on general studies assessment. No further reports are required.” Appleson further stated, “The institution’s next comprehensive evaluation is scheduled for 2013 – 2014.” A copy of the NCA Status Report sent to the Higher Learning Commission from General Studies was distributed to committee
members. It can be reviewed at:

Dr. Kenya Taylor will oversee all areas of the UNK accreditation process. The Office of Assessment has a report that is updated regularly so the self-study input will be completed easily.

There is a push by professional organizations, national education groups and by the Regents to determine how departments are preparing students for careers in their major fields. Scott Unruh, HPERLS, has suggested that UNK sponsor an experiential learning experience across the campus which might help in developing the skills for employment.

III. Assessment Mentors in each College.
In 2008, the Higher Learning Commission recommended that more faculty be encouraged to get involved in assessment and that there be a core of assessment personnel across the campus. As part of this plan, mentors in assessment will be identified who will represent each college and provide support to departments in developing their assessments.

Scott Unruh, HPERLS, was our first mentor and has worked with the Math department to improve their assessment process. Janet Lear has worked with several departments on curriculum mapping and will serve as a mentor from her college.

IV. Meeting with New UNK Department Chairs and Directors
Butler has begun setting up appointments with new department chairs and directors to ensure that they are up to speed on the assessment data collections that are done in their departments and programs.

V. Review of Annual Assessment Reports
Butler will begin review of the departmental and program assessment reports after the submittal date of November 1, 2011.

VI. Compliance Requirement for Using TaskStream in General Studies Courses
In both semesters last year, approximately 70% of our students in portal courses were using TaskStream. That figure needs to be improved. To help with this, information is being sent to new students in the packets they receive from admissions informing them of the need to purchase TaskStream. They receive additional information at freshman orientation and the fall orientation. All GS courses are required to include information about TaskStream in the syllabi for the class.

In addition, during Summer 2011, the Deans and Senior VCASA agreed that if faculty do not use TaskStream in GS courses, they cannot teach GS courses in the future. During the last two semesters, the Office of Assessment has provided a one-time $500 stipend to each faculty member who taught classes wherein 90% or more of the students were using TaskStream. This incentive will continue for the next 3 semesters.

VII. TaskStream Webinar done by Directors Butler and Snider
Director of Assessment Butler and Director of General Studies Snider developed a webinar on the use of TaskStream in assessment of General Studies on the UNK
campus. This webinar will be aired by TaskStream on Oct. 5th. They will also do the presentation at the AAC&U conference in New Orleans in February. TaskStream will use UNK as a case study in their advertising.

VIII. Other
NONE

There being no further business to come before the Committee, meeting adjourned at 4:27 p.m. The next scheduled meeting of the Committee will be Monday, October 3, in FNDH 2147.

Attachment 1

Assessment Activities

2010-2011

1. Annual Assessment reports from all departments submitted November 1, 2010. Some reports were submitted late, but we continue to have 100% submittal rate.

2. Administered NSSE to freshman and seniors (next administration 2013)
   Results: http://www.unk.edu/academicaffairs/assessment.aspx?id=52883

3. Administered CAAP to freshman and last semester seniors to collect data for GS in the areas of Critical Thinking and Essay Writing (next administration 2013-14)
   Results: http://www.unk.edu/academicaffairs/assessment.aspx?id=33330

4. Began implementation of Common Assessments in GS using AAC&U rubrics with Portal Courses, Foundation Courses, and Democracy Courses. Will begin implementation for Distribution Courses in Spring 2012 with completion of all Distribution Courses by Spring 2013

5. Began implementation of TaskStream e-portfolios for documentation of GS Assessment in Portal Courses, Foundation Courses and Democracy Courses. Implementation for Distribution Courses will begin in Spring 2012.

6. Where appropriate, academic departments are beginning to implement TaskStream e-portfolios to document their students’ progress through their programs.

7. Implementation of Curriculum Mapping continues and will be completed by spring 2013. Six departments are participating this year. Most departments have completed mapping of their curriculum or are in process this year (COE is required to map their curriculum for NCATE so completed for their last accreditation visit). The remaining departments that will complete curriculum
mapping next year are:

NSS—Math, CSIS, Geography  
FAH—English, Philosophy

8. Through the curriculum mapping process all departments are reviewing and revising learning outcomes, measures, targets, and rubrics as needed in preparation for the 2013-14 HLC accreditation visit.

2011-2012

1. Submittal of 2010-2011 assessment reports for all departments is November 1st.


4. Additional departments will be implementing TaskStream for departmental assessment.

5. The remaining departments that will begin curriculum mapping in May 2012 are:

NSS—Math, CSIS, Geography
FAH—English, Philosophy

6. Continue working with Student Affairs to meet deadlines for collection and reporting of assessment data related to student learning outcomes

7. Continue compiling required documentation for the accreditation visit, and documenting assessment accomplishments since 2004 for self-study.

8. Identify faculty assessment mentors/experts in each college to assist colleagues with assessment issues.

9. Work with the Assessment Committee to identify ways of assessing how well departments are preparing students to begin meaningful work in their field or attend graduate programs following graduation.