University Assessment Committee (UAC)

Annual Report 2013-2014

May 1, 2014

Members: Rob Nehmer (Chair),Graham Casssano , Mary Craig, Stephanie Vallie (Spring), Maura Selahowski, Chris Kobus (Co-Chair), Kuniko Nielsen, Sally Tardella, Laura Schartman, Marilyn Mouradjian (Fall) , Barbara Joyce, Frank Lepkowski, Shannan McNair, Kristin Landis-Piwowar, Rajeev Singhal

Support staff at OIRA: Reuben Ternes

Highlights of the year's work:

- Reports and/or plans reviewed for 27 programs, including an assessment plan for one new program, the Clinical Mental Health Counseling Program.
- The UAC completed the process of updating templates for plans and reports. This was an extensive update procedure which lasted over several years. The new templates should make it much easier for faculty to understand UAC requirements. They have been worded to speak directly to the faculty rather than the UAC.
- The UAC re-formulated the plan and report rubrics to match the new templates. Again this was a major effort since it is crucial that the evaluative materials (rubrics) align with the instructions to the faculty in the degree programs which are preparing assessment plans and reports.
- The UAC re-drafted the Faculty Handbook. The new version will be available on-line this summer. This was also a major accomplishment since it had to occur after consensus on the new templates was reached. The Handbook was streamlined keeping in mind the ultimate user, a less informed faculty member who is relatively new to assessment. Major sections were rewritten and the contents rearranged for the guidance of the user. Additional material, such as how to manage assessment archives, was also added.
- UAC teams continued to meet with departments and programs face-to-face as needed to support plan and report development.

Events held:

- Assessment Open House – February 5th & 6th

Assessment Award:

Awarded to the Department of Accounting and Finance for its assessment in the Accounting Programs: undergraduate accounting major and Masters of Accounting.

The Assessment Committee's activities related to the "Senate's Charge to the Assessment Committee" in 2012-2013 appear below:

Charge:

1. *To coordinate and advise on the planning and implementation of assessment by academic units.*
   a. The assessment committee distributes report due dates over a two-year cycle, so reports for approximately 25% of all programs/departments are due each semester. Programs which still lack an approved assessment plan (of which there are very few) or which fail to submit reports in a timely manner are sent reminders each semester.
   b. Assessment committee members work in teams to review plans and reports. The team provides a summary to the committee and prepares a response letter for the program/department.
   c. When a program/department receives a letter responding to their plan or report, they are given names of the team members who reviewed the plan/report to contact with questions or concerns. In addition, if the team members have any questions or concerns about the plan or report, they will often meet face to face with a representative from the program/department to address their concerns before the response letter is sent. These face to face meetings have proven to be very helpful for both the committee and the programs/departments.
   d. Names of the plans and reports reviewed during the 2013-2014 academic year are listed at the end of this report.
   e. An "open house" workshop was held in February of 2014 for representatives of university programs and departments to work directly, but informally with UAC members. The event was held over two days and was very well attended. There were two primary benefits from this workshop. First, draft versions of assessment plans and reports were given a 'first look' by UAC members so that suggestions for improvement could be incorporated by program representatives before a final draft was officially submitted to the committee. Second, the event was low key and supportive of faculty members in attendance, which served to enhance good will between the UAC and university programs.

2. *To prepare an overall University Assessment Plan which meets the requirements of the North Central Association of Colleges and Schools and to consult with the staff of that Association, as appropriate, to insure that the Plan and its implementation continue to meet Association standards;*
   a. The plan was updated in 2005/2006. NCA conducted a site visit in April 2009 that included a review of the university's assessment activities. The assessment committee continues to evaluate their processes and is making improvements as needed. We completed our review of the UAC plan and report templates. We believe the new approach will prove to be more user-friendly.

3. *To advise and cooperate with the General Education Committee in planning and carrying out assessment of the University's general education program;*
   a. Two OIRA members (one of which is the Director of OIRA) sit on both the UAC and the GEC and act as liaisons, providing valuable insight to both committee and apprising each committee of the other's work.

4. *To advise the Senior Vice President for Academic Affairs, the University Committee on Undergraduate Instruction, and the Graduate Council on the findings of the assessment program and their implications for specific program reviews and for maintaining and improving the quality of undergraduate and graduate instruction in general; and*
   a. Copies of all response letters to plans and reports are sent to the relevant deans and to the Vice President for Academic Affairs and Provost.

5. *To report to the University Senate and the Assemblies of the organized faculties on the findings of the assessment program and their implications for maintaining and improving the quality of undergraduate and graduate curricula and instruction at the University.*
   a. This annual report serves as the Senate report on assessment findings for 2013-2014; a copy is also sent to each assembly.

Plans reviewed 2013-2014

1. Accounting (Undergraduate and Graduate)
2. Psychology
3. Nursing
4. Sociology

Reports reviewed 2013-2014

1. Computer Science (CIT & CSE)
2. Physical Therapy (DPT & DScPT)
3. Computer Science & Informatics (CSI) PhD
4. Accounting
5. Social Work
6. Finance
7. Human Resource Management
8. Studio Art
9. History (MA)
10. Journalism
11. Communications (MA)
12. k-12 Art Education
13. Electrical & Computer Engineering (MS)
14. Physics
15. Environmental Science
16. Modern Languages
17. Liberal Studies (MALS)
18. Integrative Studies (BIS)
19. Exercise Science

20. Clinical Mental Health Counseling Program
21. Masters of Business Administration
22. Executive Masters of Business Administration
23. Masters of Science in Information Technology Management