



The University Assessment Council

Minutes

June 28, 2016

G54 Rose Administration

Attendance: Ginger Bishop, Heather Pleasants, Carmen Jones, Marilyn Staffo, James Leonard, Timothy Salazar, Mary Kay Meyer, Eric Williams, Cathy Pagani, George Daniels, Holly Hallmann, Millie Jackson, Ray White, Liza Wilson, Andrew Hester, Javonda Williams, Jon Acker, Kevin Whitaker, Robin Lawson

Introductions

Carmen Jones, Assessment Specialist, joined the OIE staff June 1, 2016. In addition to consulting with units on assessment processes, she will be responsible for assisting academic programs with Board of Trustees and ACHE approvals.

Old Business/Updates

- Taskstream (Chris Coleman)
 - New assessment management system will be launched Thursday, June 30.
 - Chris demonstrated where to find Taskstream/WeaveOnline on UA homepage and with mybama (single sign on). Note: WEAVEOnline will not be available after September 30.
 - OIE staff set up hierarchies based on previous groupings and archived documents from WEAVEOnline in Taskstream.
 - OIE will have other videos, a guide (doc) and training sessions for everyone, with sign up for workshops via the OIE website.
 - Chris walked people through directions within their workspace and shared that there is a high level of accessibility to the Taskstream Help desk, seven days a week
 - After watching a video prepared by Taskstream, UAC members asked questions and offered suggestions.
 - A&S “pulled” from WEAVEOnline the outcomes connected to annual reporting; asked if they can use Taskstream for annual reporting now (answer: yes)
 - Will we have access to feedback from last year (answer: yes)
 - Is there a spreadsheet for findings in Taskstream or is it just an attachment (answer: the integration comes with LAT)
 - Comment: Perhaps assessment coordinators should bring with them a list of items they need before they begin working with Taskstream. Also suggested that faculty might take about 20 minutes to think/talk with others about what’s needed before beginning to do work in Taskstream
 - Comment: Might be helpful to grab some info from Taskstream that complements UA’s quick guides
 - Question was asked about check in/check out (how does it function, will docs be automatically checked back in after a certain amount of time. Chris

showed group the checkbox that can be clicked to check in multiple parts of the workspace at one time)

- Comment: publish function can be used to create your own display of assessment work for unit websites

- Heather presented a brief update on QEP, i.e. Fall Fellows and Assessment Team members have been selected.

Next meeting will be August 23, 2016 in 210 East Annex

Meeting Adjourned

