



The University Assessment Council

Minutes

August 27, 2019

Hagood Conference Room, Reese Phifer

Attendees

Jon Acker, Ginger Bishop, Christy Cole, Chris Coleman, Fran Connors, Allison Curington, Suzanne Horsley, Robin Lawson, Deidre Leaver-Dunn, Grace Lee, Joyce Meyer, Ariane Prohaska, Cecil Robinson, Tim Salazar, Liza Wilson

- Welcome/Introductions: We have several new members this year, plus 8/27 guest Ariane Prohaska (recently appointed as A&S College-level Assessment Liaison)
- Jon A. summarized dissemination of 2019 OIRA Graduation Surveys (undergrad and grad), which were made available as Excel files disaggregated by question and major. Certain questions ask graduates to rate their skills in areas such as writing and critical thinking; these self-ratings can be used as indirect measures of student learning, depending on alignment with program SLOs. The response rate should be taken into account (representativeness).
- Jon A. also mentioned the annual Advising Survey administered by OIRA. He asked UAC members to let him know of any individuals within the Colleges who should receive access to results.
- The UAC includes many people who serve as College/Division-level coordinators of assessment. Individuals were asked to share the activities/strategies they use to foster meaningful assessment among the programs/units in their College or Division. Strategies have been summarized on the next page. The group also looked at the College of Education assessment website, which was created as a communication channel and resource hub: <http://educ.assessment.ua.edu/annual-report.html>

Meeting adjourned

Next meeting: September 24, 2019

Strategies Used by College/Division Assessment Liaisons

- Onboard faculty/staff recently asked to coordinate or contribute to program assessment activities (also alert OIE to any changes to ensure timely access to Taskstream, listserv)
- Schedule recurring check-in meetings with *individual* program assessment coordinators
- Schedule recurring meetings with *all* program assessment coordinators (or members of larger assessment team/committee) to promote shared understanding/timeline
- Arrange training sessions related to assessment best practices, special topics (e.g., using data for program improvement), reporting software, etc. (coordinate with OIE)
- Draw attention to most recent OIE feedback report (where to find it; review of suggestions included in comments)
- Promote awareness of those who have received recognition for strong assessment (e.g., OIE Honor Roll; Provost's Assessment Award; Assessment Spotlight)
- Review drafts of annual assessment reports prior to formal submission (partly to show that the College cares about the ongoing work)
- Reserve space/time for "assessment report writing" party
- Facilitate important conversations (e.g., What are your program's goals/foundations? How should we as researchers approach assessment?)
- Help with assessment design (outcome statements, measures, etc.)
- Create handbook/website as a resource for those working on program assessment. Possible inclusions: guidelines; annual timeline template; rubrics; information related to specialized accreditation; ...
- Ensure that assessment gets included on agendas for departmental meetings (to facilitate conversations about teaching & learning, curriculum, avenues for improvement, etc.)
- Provide support/ideas related to data management (e.g., Excel, Box), sharing results, survey tools (e.g., Qualtrics), capstone experiences, eportfolio platforms, etc.