

## University Assessment Committee

End of the Year Report 2023-24

**Committee members:** Katie Kalata (Chair), Lisa Meny, Greg Wellman, Namita Giri, Evan Watts  
**Ex-officio:** Mandy Seiferlein, Victor Piercey, Stoney Hart, Nicholas J Campau (Some members were not able to participate this year due to administrative and other commitments)

### Summary:

- Reviewed form B consults for new programs, courses and proposals with modifications of program and course outcomes. Compliance with providing outcomes is high, as proposals include the UAC forms with learning outcomes and assessment plans clearly documented along with program learning outcomes and the program curriculum map.
- The committee reviewed the current manual and policies and currently assembling this into a single document. No changes are suggested until the new assessment software is available.
- Multiple UAC members/chair volunteered to participate in the software selection team.
- Chair Participation in university assessment related activities includes HLC Subcommittee #4 for assessment and Helio Campus Implementation Team.
- Collaborated with APR on a regular basis to implement a new way to integrate program and course assessment in a different way into the Annual Program Review.
- Analysis of the current state of course and program learning outcomes was completed based on the data exported from the Nuventive Improve system as well as the official checksheets.
- Implemented a PLO amnesty process to provide programs missing PLOs to provide them.

As HLC criterion 3 and 4 are merging into “Teaching and Learning for Student Success” UAC will continue to be integral to the success of our students as we must demonstrate responsibility for the quality of its educational programs through procedures designed to promote continuous improvement and student success. We are challenged to improve the quality of our educational programs based on its assessment of student learning as well as improving our curriculum based on periodic program review. Student learning is the primary focus of our university assessment committee.

### Discussion and Recommendations

1. The procedure and operating manuals need to be implemented into one document and updated.
  - *Recommend:* Consolidating and updating the UAC documentation into one manual.
  - *Recommend:* This will include removing the 3-year pre-APR review. Consideration of moving toward a 1-year annual assessment report, which can provide automated reports from Helio Campus and documentation of faculty involvement and use of course and program assessment data to improve student.

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2. The current system of assigning Form B reviews needs to be revisited and replaced with a better process to improve workflow.
  - *Recommend:* Looking at using the Data Collection process within Helio Campus to help automate the data collection and reporting.
  
3. We are pleased that we have one faculty member this year that received the Academic Award for Excellence in Assessment.
  - *Recommend:* With the implementation of the new system, UAC should revise the criteria for selection and paperwork necessary for the application for the award and include information from the Helio Campus system for both course assessment as well as for program assessment.
  
4. Analysis of PLO-CLO data exported from Improve system, showed a lack of outcomes in multiple programs, mostly minors and certificates, across most colleges. A Program Amnesty was offered and approved by the Senate. Four programs submitted proposals and three provided documentations of existing proposals that were not on the checksheets. The other data showed substantial numbers of courses without learning outcomes. UAC started working with individual faculty and programs to obtain these CLOs, as they are not in any other repository.
  - *Recommend:* Continuation of the PLO Amnesty. The vote would take place at the Senate in the October meeting.
  - *Recommend:* Continue working with faculty and programs to update the CLOs. CLOs that were not approved by the Senate will need to submit their CLOs through the UCC process.
  
5. Helio Campus data assurance process within the implementation, has delayed the ability to implement the software as data integration between Banner and Helio Campus is complex. UAC has compiled the PLO and CLO files to be imported into the system once the data assurance is complete. After completion, the Canvas integration is activated, and the system will be live. A training implementation plan as well as training materials needs to be developed. UAC has already started this process.
  - *Recommend:* UAC chair will work with the implementation team over the summer, complete the training, and work with individual faculty and programs over the summer to help implement the software. Training materials will be developed along with a plan to implement train-the-trainer and other training opportunities for faculty which will start during the faculty week.

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6. Budget: There currently is no budget for UAC activities.
  - *Recommend:* Currently the UAC chair will be offered a stipend over the summer to complete the activities in item #5.
  
7. The web site needs to be updated and all assessment should be located in one place.
  - *Recommend:* Work over the summer to review and update the UAC web site and request older AA assessment web sites redirect users to the new site. Utilize the templates within the content system to make navigation and locating information easier.
  
8. There is a concern that the committee faculty from other areas are not represented on the committee. Often service in other committees, administrative activities and classroom activities competes for faculty time.
  - *Recommend:* Suggest providing in the new policies more opportunities from faculty across the colleges, to provide for more input and participation.
  - *Recommend:* There be a vice-chair role, so that faculty can gain experience, assist with the Chair, and provide continuity with the committee.

This is a summary of the major activities and recommendations of the UAC this academic year.

Thank you for your support.

Katie Kalata PhD

University Assessment Committee, Chair

April 25, 2024