

Minutes
Assessment Council
October 20, 2016

Present: Kendall Martin, Jane Zeff, Meredith Drew, Cara Berg, Bahar Ashnai, Jennifer Owlett, Stanley Anozle, Jae Kim

Guests: Nicole Magaldi, the Vice Chair of the Faculty Senate

The meeting was convened at 12:30pm by Kendall Martin in University Hall 247

- I. Nicole Magaldi, the Vice Chair of the Faculty Senate, reviewed with the assessment council current charges for this year based on the year-end report the council chair submitted last spring and recommendations to the report from the Executive Committee in addition to the standing charges.

Current Charges:

- a. Work with the Academic Standards Council to review documentation and make recommendations in consolidation with the Assessment Council to clarify the process of assessment
- b. Work with college assessment coordinators to promote seamless incorporation of assessment across campus, and provide a way to influence the assessment process
- c. Develop assessment training and information sessions based on the results of the Needs Assessment Survey deployed in Spring 2016
- d. Make a proposal to incorporate planning as a major purpose of Assessment
- e. Work with the Advisement and Registration Council regarding assessing advisement
- f. Liaise with the UCC to support assessment needs

Standing Charges:

The Assessment Council shall carry out its charges within the context of the current Assessment Policy and the Principles of Assessment, adhered to by this institution. On this campus, assessment is distinct from evaluation. Assessment at WPUNJ shall be defined as the measurement of course, program, and other student learning outcomes, as well as university-wide curricular initiatives, for the purpose of improvement. To enhance our educational environment, assessments will be designed that:

1. Better articulate educational goals,
2. Provide means for collecting information on the progress towards the goals,
3. Disseminate results to faculty and staff involved, who will consider possible modifications in that which has been assessed.

- II. Election for the Council Chair was held. Kendall Martin will chair the council for 2016-2017. Jae Kim would take the minutes for today and each member will take turns for each meeting.
- III. Bahar presented the results of the “Resources Needed for Assessment” Survey from Spring 2016
 - a. Bahar shared the results of the survey in preparation of finalizing the presentation to Senate meeting tentatively scheduled on November 8, 2016.
 - Jane and Kendall mentioned that WPUNJ purchased Qualtrics software package for survey design
 - Bahar reviewed her interpretations on the survey as we surveying the action plans:
 - a. Offering training an assessment tools, systems, and statistical design (embedded questions, survey, examples of student work, etc.)
 - b. Offering assistance for clarifying assessment goals and objectives for academic programs
 - c. Providing information about how assessment information is captured at WPUNJ (CampusLabs and/or Chalk & Wire as used for assessment)
 - d. Strengthening a culture of assessment by creating conditions awareness
 - e. Offering more information about course mapping and unit mapping
 - f. Offering training on sampling and specific software packages for survey design (Qualtrics)
 - Possible workshop ideas based on the results of the survey were discussed. Specific needs for each college and department should be considered when we are offering workshops, however, we can still remind them (department chairs and assessment coordinators) to ask assistance when needed. It is also needed to consider what the Middle State is looking for and provide the direction to the college assessment coordinators convene what need to be done if they are about to get accredited
 - We may offer smaller, customized, more specific workshops for the colleges reflecting their specific needs since their interest and complexity of assessments may be different from one to the other
 - b. The members discussed the detailed strategy for delivering the findings from the survey to the Senate. The items discussed were:
 - the date and time for the presentation: Kendall will check with Kate to find out the schedule (possible date for the presentation would be November 8th)
 - the type(s) of documentation(s) to be delivered: an executive summary with some back up slides with some data to give an idea

regarding the ranks whether a huge jump or a continuum among the ranks, the questions we might anticipate, our recommendations, the specific action plan, etc. and will need to acknowledge the Dinan's follow up letter for us to encourage participating the survey

- the suggestions for the time allocation for about 5 minutes presentation and a 5-10 Minutes Q & A session
- Stylistically enhance the presentation such as better contrast and the size of the font, sacrificing the empty spaces etc.

c. Jane asked Kendal when the responses are available to the PRR that is posted on Provost area. Kendall replied that it will be very soon and explained the process of Middle State. Jane mentioned it would be very interesting to see what their responses are and as compare to our accomplishments so far and that will give us idea some works we need to work on based on the challenges and the opportunities.

IV. Discussed the location for future meetings. Other than requiring more seating, we will meet in the Cheng Library reference department conference room.

V. Action items
Kendall will check with Kate for the schedule for the presentation of the survey results to the Senate

Bahar will finalize the results of the survey to be present to the Senate.

Cara will search for the eBooks resources related to the assessment in the library catalog and send it to Bahar

Jae will search for video clips on the assessment posted on Linda.com offerings and send it to Bahar

Jane will provide the links for resources, bibliographies, and webinar on IRA web site

Kendall will ask Pixy is available for a workshop on statistical design or sampling

On the next meeting we will brainstorm across our various charges to get some action plans

VI. The meeting was adjourned at 1:53pm.

Respectfully submitted,
Jae Kim