

## Program Review and Assessment Committee (PRAC)

**October 7, 2004**

1:00 – 2:30 p.m., UL 1126

Joyce MacKinnon, Chair

Martel Plummer, Vice Chair and Recorder

### AGENDA –

1. Approval of minutes from September 2, 2004.....J. Mac Kinnon
2. Subcommittees.....J. Mac Kinnon
3. Preparation for Town Meeting on Revisiting the PULs ..... S. Hamilton
4. E-portfolio update ..... S. Hamilton
5. Program Review.....Andy Barth  
Geology
6. Discussion regarding PRAC goals for 2004-05.....J. Mac Kinnon  
PRAC to be involved in discussions concerning meeting ICHE Goal #6  
PRAC to be involved in discussions concerning revisiting of the PULs  
Increase faculty development and involvement in assessment  
Increase student involvement in assessment  
Engage academic deans more fully in assessment
7. Adjournment .....J. Mac Kinnon

### MINUTES –

**Members Present:** D. Appleby, R. Applegate, S. Baker, T. Banta, K. Black, P. Boruff-Jones, J. Chen, W. Crabree, C. Dobbs, J. Everly, S. Hamilton, M. Hansen, A. Helman, L. Houser, K. Janke, E. Jones, S. Kahn, J. Kuczkowski, J. Mac Kinnon, M. Meadows, K. Morrow, H. Mzumara, J. Orr, M. Plummer, K. Rennels, I. Ritchie, J. Smith, C. Souch, E. Udry, R. Vertner, G. Witchurch, D. Winikates, C. Yokomoto, and N. Young

**Minutes** from the September 2, 2004 meeting were approved.

The **Subcommittees list** was distributed. Joyce MacKinnon requested that those members who are interested in working with a particular group contact Trudy Banta, Martel Plummer, or her.

### PROGRAM REVIEW

A **Program Review Update** was given by Andy Barth from Geology. The Geology program review occurred in 1997. Barth observed that the department's situation is complicated by the fact that they are in the School of Science (a Purdue school), but they are an IU academic program. Suggestions made by the review committee included:

- Be able to assess academic learning outcomes
- Increase staff, space, new degree programs
- Enhance existing degree programs

- Maintain the Center for Earth and Environmental Science (and retain it in the School of Science)

Geology faculty have made progress in a number of the areas listed above. They have:

- Developed a system of assessment
- Created a capstone course (3 rounds of students have now gone through it, they've conducted assessment, and the school has fed the information back into the program in order to improve it
  - Added 3 new staff, one of them in service learning
  - Increased external funding approx. 10-fold
  - Created a BS in Environmental Science
  - Expanded the masters program, adding teaching assistantships
  - Retained and expanded the research center, the Center for Earth and Environmental Science, made it self-supporting
  - Increased space, including lab space

The process of program review was useful. It provided helpful feedback and the opportunity to step back and look critically at programs – especially at student learning outcomes. The reviewers were great people, helpful and encouraging.

The Geology capstone experience and assessment are conducted through a month of fieldwork, often in Montana. Students are assigned a square mile area and are to discover all they can about the history of the earth in that area, map it, integrate and relate the information from various courses, and prepare both written and oral reports.

The question was raised about how the department increased departmental revenue. Andy indicated they were very conscious about how they attracted new colleagues and spent time working with existing faculty helping them understand the importance of establishing an external reputation (changing the culture).

The space issue may be improved through partnering with the U.S. Geological Survey, which has a significant presence in Indianapolis.

#### TOWN HALL MEETING ON PULs

A **Town Hall Meeting** about the PULs will be held on November 8<sup>th</sup> at 10:30 a.m. in the University Library auditorium. All interested students, faculty and staff are encouraged to attend. A member of each Community of Practice will lead the discussion of each PUL and recommended updates to that PUL. Persons who have recommended possible name changes for the Principles are asked to give the reasons for supporting that particular name. These include: Principles of Learning, Principles of Lifelong Learning, Principles of Undergraduate and Lifelong Learning. Other IU campuses are now looking at our PULs, however, one campus is favoring a course model. (A handout of suggested updates to the PULs was distributed.) Sharon Hamilton distributed a handout inviting people to join a Community of Practice.

#### ePORT UPDATE

Sharon Hamilton discussed the **ePortfolio**. (See PowerPoint handout.) We can expect full release of the software by fall 2005. It will have a customizable matrix. The default will be to

the PULs, and it will be password protected. The campus will begin to use it with incoming freshmen. Students will “own” their ePortfolio and will provide access to those they want to see it. There will be a repository in which to archive their work, by course, by month, alphabetically, etc. They will be the ones to upload their finished work. Students will be able to access it from any computer, anywhere. Later they will be able to assign each piece of work to a specific PUL.

Expectation rubrics will be developed for each PUL and will have to go through an approval process similar to the one the original PULs went through. Currently the ePort is being piloted. A student taskforce is refining it.

Students can do a reflection in a Word document and paste it in later after tweaking it and/or consulting a faculty member. Written assignments will be reviewed by emeritus faculty members.

PRAC members are asked to think about what would make the most sense for their school. Some schools have decided that transfer students who are admitted with a certain number of credits will start at the intermediate level. Many schools will require the completed ePortfolio for graduation. They are finding ways to integrate it into their courses (capstone, separate courses designed to work on the ePort, etc.). Some schools are requiring students to demonstrate a basic skill set before being admitted to or transferring into the school or major. Transfer students in some schools are using examples from work, internships, civic engagement, etc. to demonstrate to the school that they are ready for more advanced work and admission to the major.

A final comment made from a PRAC member was to make the ePort as simple and user friendly to students and faculty as possible so it will be used. (A draft handout: *Expectation Rubrics for each PUL* was distributed.)

#### ASSESSMENT INSTITUTE

Trudy reminded PRAC members that the **Assessment Institute** will be held on November 1-2, 2004 at IUPUI. Each campus unit is invited to send one person at no cost. Few PRAC members have registered and are encouraged to do so as soon as possible, if they plan to attend.

#### NEXT MEETING

The next PRAC meeting will be on **Thursday, November 11** from **1:30 – 3:00 p.m.** in **UL 1126**.

Respectfully submitted,

Martel Plummer, Vice Chair