Program Review and Assessment Committee

March 11, 2010
1:30-3:00 p.m.
UL 1116

~ Minutes ~

1. **Members Present:** W. Agbor-Baiyee, K. Alfrey, P. Altenburger, S. Baker, T. Banta, K. Black, D. Boland, C. Borgmann, P. Boruff-Jones, J. DeFazio, Y. Fu, B. Hayes, K. Hoffmann-Longtin, M. Irwin, S. Kahn, J. Lee, A. Martin, H. Mzumara, J. Paine, J. Phillips, G. Pike, J. Singh, J. smith, K. Steinberg, R. Stocker, M. Urtel, R. Vertner, K. Wendeln, K. Wills, M. Wokeck, N. Young

2. **Approval of February Minutes**: unanimously approved.

3. **Presentation:** *IUPUI Annual Assessment Report* – Susan Kahn and Susan Scott Replacing the ICHE "Goal 6 Report" on assessing learning outcomes, the IUPUI Annual Assessment Report provides a summary of the "State of Assessment at IUPUI" as gleaned from the PRAC reports submitted by each school. Susan Kahn and Susan Scott presented a draft of the report for this year – the first year this new version of the report has been generated. They described the goals of the report and provided suggestions for improving the content and format of school PRAC reports, with an eye toward effectively documenting campus assessment processes for the 2012 NCA re-accreditation

- The *goal* of this annual report is to ensure that all schools are doing assessment, and are doing it reasonably well; and that assessment and improvement take place in an ongoing cycle, rather than as a one-time event. In particular, the report should demonstrate that we are meeting NCA HLC Criterion Three (evidence of student learning and effective teaching) and Four (evidence of promoting acquisition, discovery, and application of knowledge; see http://www.ncahlc.org/download/Handbook03.pdf for more information).

- This year's report represents a transition between the old (ICHE) and new (looking forward to 2012). Evidence in this year's report was selected to emphasize:

    - the variety of assessment methods, both direct and indirect, currently in use;

- data on learning outcomes;
- documentation of "closing the loop" – that is, using data to identify changes needed to improve learning outcomes and to implement them – as well as the results of prior program improvements.

- To facilitate development of this annual report, school PRAC reports should provide a brief summary of assessment activities over the last year, with a few good examples of particularly effective or innovative tools or processes. Suggestions for future PRAC reports include:
  - Use an outline format rather than the table format currently used by some schools, which can be difficult to read;
  - Provide a balanced summary with a maximum length of 30 pages;
  - Limit repetition of information from previous years;
  - Incorporate outcomes from PUL reporting;
  - Submit PRAC reports during the wrap-up of spring semester activities (late May or early June).
- S. Kahn and S. Scott will provide examples of good use of the PRAC report template at the April meeting. G. Pike will be providing a summary by school of spring PUL data after UITS makes the data available to him in late May.

4. **Updates**

- The ePort subcommittee will be sending out within the next week this year's Request for Proposals for Integrative Department Grants. The deadline for submission is April 30.
- Curriculum Enhancement Grants were recently announced by the Center for Teaching and Learning. These grants represent improvements at the campus level; how might they be coordinated with our PRAC activities for maximum effectiveness?
- The subcommittee on course evaluations announced several updates:
  - The survey on Course/Faculty evaluations has been revised based on feedback from several pilot tests and converted into a web-based prototype.
  - A poster developed collaboratively by the PRAC and FAC subcommittees on the use of end-of-course evaluations was exhibited at the March 4th

Moore Symposium and is available in electronic format by request to the subcommittee.

- Step-by-step instructions to assist faculty in recording PUL assessments for their courses are now available (and were distributed to the PRAC mailing list following this month's meeting). The PUL assessment tool will appear in Oncourse and OneStart along with grade rosters for ALL courses, regardless of whether they are scheduled for PUL assessment in the current term; deans should communicate with faculty in each school to remind them to consult their program's PUL assessment schedule and complete these evaluations if they are scheduled to do so.

5. **Discussion Items: Think-Pair-Share**

   Members broke into pairs or small groups to discuss and jot down their responses to the following questions:

- To what extent can assessment contribute to the scholarship of teaching and learning?
- What type of assessments are you using in capstone experiences?
- How can PRAC aid the dissemination of good practices in assessment?
- What are your concerns about the PUL assessment process for this spring?
- How have you used PUL assessment for your program involvement?

Submitted responses to these questions will serve as discussion points at upcoming meetings.

6. **Adjournment** at 2:58 pm; minutes respectfully submitted by Karen Alfrey.