

**Program Review and Assessment Committee**  
**August 22, 2013, 1:30 – 3:00 p.m., CE 405**  
**Minutes**

**Present:** K. Wills (Chair), R. Aaron, K. Alfrey, P. Altenburger, E. Ardemagni, T. Banta, R. Bennett, R. Bentley, K. Black, W. Crabtree, Thomas Davis, P. Ebright, C. Gentle-Genitty, S. Graunke, B. Gushrowski, M. Hansen, S. Hendricks, L. Houser, S. Hundley, S. Johnson, S. Kahn, M. Kolb, J. Lee, S. Weber Lupton, A. Martin, H. Mzumara, C. Nielsen, K. Norris, J. Orr, G. Pike, T. Ribera, T. Roberson, L. Ruch, M. Rust, S. Scott, G. Shaker, R. Stocker, A. Teemant, C. Toledo, C. Walcott, S. Weeden, W. Worley

**1. May meeting minutes:** approved unanimously as circulated

**2. Announcements**

- K. Wills announced that proposals for the next round of PRAC grants will be due October 15, with the spring deadline set for February 17. She encouraged members to share this information throughout their schools and units.
- Members then introduced themselves and described their interest in assessment. Wills welcomed the many new PRAC members along with returning members.

**3. Updates**

- T. Banta reported that the PRAC proposal from last spring that was tabled pending further information from the department had been withdrawn after further conversation over the summer.
- Banta distributed brochures for the IUPUI Assessment Institute, the largest and longest-running conference focused solely on outcomes assessment in higher education. Each IUPUI school receives one free registration; the conference office will be sending a note to deans in September. She encouraged members to make their interest in attending known to their deans.
- Now that IUPUI's structure for General Education has been approved, Banta and Kathy Johnson, Associate Vice Chancellor for Undergraduate Education, want to develop plans to assess the new requirements. She reminded PRAC members of the current procedures for assessing the Principles of Undergraduate Learning, and she encouraged members to talk with their associate deans to verify how that process is monitored in each unit. She also noted the desirability of learning more about feedback to students regarding PUL assessment results.

**4. Setting goals for 2013-14**

- Members broke into small groups to discuss how PRAC meetings might best be used this year, then reported ideas for discussion and presentation topics back to the committee, including:
  - How to integrate PULs with other kinds of assessment
  - How to develop strategic assessment plans
  - How to bring adjuncts up to speed with assessment

- Develop a mechanism for PRAC members to surface issues and then use PRAC meetings to identify others with similar challenges
- How to relate work at course levels to larger assessment procedures
- Create some consistency of assessment approaches across classes
- How co-curricular PUL assessment could be integrated into the overall campus process
- Discussion of best practices, perhaps mini-workshops on each PUL or on those of greatest interest
- Share local initiatives to help educate faculty and strategies for engaging skeptical or hostile faculty
- Discuss mentoring for new faculty (and make it part of the tenure and promotion stakes and culture); attitudes differ depending on whether assessment is viewed as Service, Teaching, or Research
- How to build an institutional memory for assessment as leaders transition to other roles
- How to develop a database inclusive of PULs and other data at the school or campus level.

#### **5. Subcommittee information and selection**

- K. Wills organized space for members to talk with the chairs of each PRAC subcommittee to learn about kind and timing of the group's work. Sign-up sheets were available for committee members to indicate their willingness to participate in one or more of the subcommittees.

#### **6. PRAC Annual Reporting**

- T. Banta thanked those who have completed their Assessment Reports for 2012-13, encouraging others to do so as soon as possible.
- She asked new PRAC members to confer with someone who has already completed a report (self-identified by a show of hands). Topics for discussion might include process for preparing the report, useful ways to present findings on student learning outcomes, and timing of report preparation.

#### **7. Adjournment at 3:00 p.m.**

Minutes recorded by S. Scott and respectfully submitted by P. Altenburger, 2013 Vice Chair