

## Program Review and Assessment Committee

Thursday, September 9, 2021

1:30 – 3:00pm

### Meeting Minutes and [Video Recording](#)

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Attendees: Alfrey, Karen; Babich, Suzanne (Sue); Bozeman, Leslie; Brehl, Nicholas; Broeker, Camy; Buckle, Andrew; Daday, Jerry; Davis, Julie; Defazio, Joseph; Dombrowski, Lynn; Ferguson, Margie; Garcia, Sylvia; Giddings, Anita; Graunke, Steven; Hahn, Tom; Hansen, Michele; Hayes, Cleveland; Helling, William; Houser, Linda; Houston, Brandon; Hundley, Stephen; Keith, Caleb J.; Lee, Jennifer; Levine Daniel, Jamie; Lin, Wei-Shao; Macy, Katharine; Marsiglio, Clif; Montalbano, Lori; Morris, Pamela; Mzumara, Howard; Ninon, Sonia; Obergfell, Ann; Otte, Julie; Pierce, Barbara; Purkayastha, Saptarshi; Rao, Anusha; Rooney, Patrick; Rooney, Patrick; Scaggs, Emily; Weeden, Scott; Williams, Jane

1. Welcome, review, and approve May 2021 meeting minutes (5 minutes) – Caleb Keith, PRAC Chair

Welcome from Caleb Keith.

Approval of minutes, motion and approved (unanimously, no dissent)

2. Introductions and Overview of PRAC (10 minutes) – Stephen Hundley

Welcome from Stephen Hundley. Stephen and Caleb are having conversations with unit leaders in the coming weeks about the work of PRAC, specifically the program review and assessment work on campus. PRAC is a great convening of colleagues from our academic and support units where we share promising practices and engage in professional development to support students, faculty, staff, and the larger community. PRAC also documents some of the great assessment work that happens on our campus. Collaboration and encapsulation of good assessment work on campus are really core parts of PRAC.

Stephen invited everyone at the meeting to introduce themselves (41 in attendance at the time)

3. Sustained Excellence in Assessment Designation and 2021 Assessment Institute Preview (5 minutes) – Stephen Hundley

IUPUI has received the Sustained Excellence in Assessment Designation for the second time in 2021 (IUPUI initially received this designation in 2016). Three organizations (AAC&U, APLU, NILOA) collaborate to recognize campuses that have cultures and

systems of assessment work. The designation also recognizes our best practices in assessment work at IUPUI.

One way we have sustained this excellence in assessment work is via the Assessment Institute – which is the oldest and largest assessment institute. The Assessment Institute will be a virtual conference, between Sunday, October 24 and Wednesday, October 27, and IUPUI is offering complimentary registration for anyone interested in attending. <https://assessmentinstitute.iupui.edu/>

There will be more than 400 sessions. Stephen and his team have already recorded 80 sessions ahead of time – which are currently available to view/watch under the “Program Tab” on the Assessment Institute website. As of today, there are 6,500 registered attendees.

4. Overview of Higher Learning Commission Reaffirmation of Accreditation Process (15 minutes) – Stephen Hundley

Stephen and Caleb have been discussing the Higher Learning Commission’s Accreditation Process with unit leaders. HLC is responsible for the accreditation IUPUI. Accreditation provides our students, faculty, staff, alumni, neighborhood and community members, businesses, etc. with the assurance that IUPUI has quality in its processes. It ensures these various publics that when we make a claim, we have processes and systems to back up these claims. Accreditation also provides us with the ability to do business with the federal government.

This process happens every 10 years. The HLC site visit will occur on November 7 & 8, 2022. Stephen and Margie Ferguson are co-leading this process, and there is a core writing team helping to draft and put together the two components for the HLC reaffirmation of reaccreditation document: (1) the Assurance Argument; (2) Evidence File. There are five criteria for the HLC reaffirmation of accreditation:

Criterion 1. Mission

Criterion 2. Integrity: Ethical and Responsible Conduct

Criterion 3. Teaching and Learning: Quality, Resources, and Support

Criterion 4. Teaching and Learning: Evaluation and Improvement

Criterion 5. Institutional Effectiveness, Resources and Planning

Lori Montalbano and Ann Obergfell will provide input on IUPUC and IU Fort Wayne. Caleb will support all writing teams.

PRAC meetings in January and April of 2022 will be used to gather input from PRAC members on the HLC Assurance Argument and Evidence File.

5. PRAC Report Guidelines (15 minutes) – Caleb Keith and Karen Alfrey

Stephen: All of our academic programs have program level learning outcomes. We are going to ask all of our programs (undergraduate or graduate level, certificate) to validate or update their program level learning outcomes this year as part of their PRAC report submission process. PRAC reports are due on January 15, 2022. With these PRAC reports, we are going to ask all programs to either validate their program

level learning outcomes or to submit a plan for updating them (with the goal of submitting these updated learning outcomes before April 15, 2022).

Caleb: PRAC reports offer us a way of gathering assessment work and efforts on campus. Caleb invites Karen Alfrey to offer some guidance on PRAC reports this year.

Karen: Everyone on PRAC should have received with today's agenda the guidelines for PRAC reports this year. Karen offered some highlights to consider:

1. Some may wonder, why do we write these reports anyway? These reports serve as a foundation for other campus level work, including the Sustained Excellent Designation and our reaffirmation of reaccreditation. This is the way we hear from campus units on outcomes, their assessment processes, results, and action items based on this assessment work (e.g., closing the loop). Some programs have discipline specific accreditation efforts and self-studies. The PRAC guidelines are more concise than these accreditation and self-study documents. We are looking for highlights in the PRAC report that tells the story of your program. Karen referenced some key pieces of information that should be included in the PRAC report, including
  - Affirm that each academic program, associate through Ph.D., has identified clearly defined learning outcomes.
  - Identify and use appropriate assessment strategies and methods.
  - Use evidence from assessment to understand students' academic strengths and weaknesses, to guide academic decision-making, and to continuously improve teaching, learning, curriculum, and the co-curriculum, including student support services like advising, as appropriate to the unit's mission.
  - What we learned during covid-19
  - Unit's use of the Profiles
  - Unit's use of the Experiential and Applied Learning Record
2. If you have not updated your outcomes yet, now is the time to do it, as Stephen articulated previously.
3. There is a bulleted list on Page 5 of the PRAC report guidelines that one should look at when compiling their information for their PRAC Report. Be sure to address the "closing the loop" piece of the PRAC report, looking at results over time, and how assessment results were used make improvements to the program.
4. PRAC members should be sure that their unit leaders have these PRAC report guidelines, especially the individual(s) responsible for compiling the PRAC report.

Question, Lori Montalbano: What should we do if we are trying to include multiple programs within one PRAC report? Stephen offered to put together a template to help with this effort.

Question, Sue Babich: Where can we find previous PRAC report submissions? This link was shared: <https://planning.iupui.edu/assessment/prac-files/school-reports/prac-school-reports.html>

6. The Profiles Retreat Debrief (10 minutes) – Stephen Hundley and Caleb Keith

Stephen provided an overview of the Profiles Retreat, which was held on Friday, August 26. The retreat was designed to gather information on how the Profiles are currently aligned within various programs and units, and to re-energize the Profiles. This work has been part of our HLC Quality Initiative that is supportive of our mission.

<https://assessmentinstitute.iupui.edu/events/profiles.html> During his remarks, he shared the Conceptual Learning Framework – a document which shows how student learning outcomes are aligned and cascaded throughout IUPUI. We have the Profiles as our institutional student learning outcomes: <https://profiles.iupui.edu/> - which cascade and align to our program level SLOs, course and activity level SLOs and assignment level SLOs. There are numerous offices and processes and tools that support this work – with our IUPUI Mission and Values at the core.

Reactions from the retreat:

Leslie Bozeman, a lot of people still don't know about the Profiles. We need to do more on the communication front. Also, the Profiles apply to the undergraduate and graduate curriculum.

Karen Alfrey, there are pockets where the Profiles are being assessed (e.g., gen ed), how can we leverage this work to do more in other courses and in other parts of a program?

Scott Weeden, Conceptual Learning Framework does a nice job of what we are trying to do with the Profiles and outcomes assessment and needs to be shared.

7. 2021–2022 PRAC Subcommittee Sign-Up (10 minutes) – Linda Houser, Tom Hahn, Karen Alfrey & Caleb Keith

Link to Sign-Up Sheet: [PRAC Subcommittee Signup](#)

PRAC Grant Committee (Linda): members of the subcommittee use a rubric to evaluate PRAC grant proposals. The scores determine which proposals receive funding. Great way to learn what is happening on campus.

Record Subcommittee (Tom): Article in JagNews describing the Record: <https://news.iu.edu/stories/2020/05/iupui/jagnews/05-experiential-applied-learning-record-provides-job-hunting-resource.html>. And recent NILOA case study on the Record: <https://www.learningoutcomesassessment.org/wp-content/uploads/2021/03/IUPUI-Case-Study-1.pdf> The subcommittee's charge is to review proposals for the Record of Experiential and Applied Learning. Subcommittee has served as a good program improvement resource by providing feedback to applicants. Subcommittee members are advocates for getting experiences on the Record.

PRAC Reporting and Recognition Committee (Karen): The PRAC reports have been in existence much longer than this review committee. This subcommittee was created to provide guidance and feedback to individual units after they submit their PRAC report. This has resulted in significant improvement of PRAC reports. Approximately

3 meetings during the academic year. Each report will be reviewed by 2 people on the subcommittee. Great way to get a sense of what is going on in other units.

Caleb: These subcommittees are a great professional development opportunity in addition to the service you provide. If one would like to volunteer for a subcommittee, one can do so here: [https://iu.co1.qualtrics.com/jfe/form/SV\\_aeKoE13EHZlhW7A](https://iu.co1.qualtrics.com/jfe/form/SV_aeKoE13EHZlhW7A)

8. 2021–2022 PRAC Subcommittee Meetings (15 minutes)

We are saving this agenda item for the next meeting – to afford PRAC members the time to sign up for a subcommittee.

9. Announcements and Adjournment (5 minutes) – Caleb Keith

Stephen invited Michele Hansen to discuss the Data Inquiry Group (DIG). DIG is a group that meets several times a semester. Opened to anyone. The group looks at ways we can best leverage different/varied data sources, and how we can use and effectively share different forms of data. DIG supports the culture of using data for decision making purposes.

Caleb: we will not have an October PRAC meeting because of the Assessment Institute. Encourage all PRAC members to register for and attend the Assessment Institute next month.

Linda Durr has created a [OneDrive folder](#) for all PRAC documents. She will be sharing that with us so that all PRAC meeting documents will be stored in one location.

Future PRAC Meeting Dates:

- October – No meeting; PRAC members invited to attend Assessment Institute
- Thursday, November 11, 2021, from 1:30—3:00 pm
- Thursday, December 9, 2021, from 1:30—3:00 pm
- Thursday, January 20, 2022, from 1:30—3:00 pm
- Thursday, February 17, 2022, from 1:30—3:00 pm
- Thursday, March 10, 2022, from 1:30—3:00 pm
- Thursday, April 14, 2022, from 1:30—3:00 pm
- Thursday, May 12, 2022, from 1:30—3:00 pm