

Program Review and Assessment Committee

Thursday, September 15, 2022

1:30 – 3:30 p.m.

Meeting Minutes and [Video Recording](#)

Attendees: Alfrey, Karen; Babich, Sue; Bozeman, Leslie; Broeker, Camy; Buckle, Andrew; Daday, Jerry; Davis, Julie; DesNoyers, Lisa; Easterling, Lauren; Garcia, Silvia C.; Graunke, Steven; Giddings, Anita; Haberski, Ray; Hahn, Tom; Hassell, John; Helling, William; Houser, Linda; Janik, Robbie; Keith, Caleb; Kondrat, David; Lee, Jennifer; Lupton, Suzann; Marsiglio, Clif; Montalbano, Lori; Morris, Pamela; Ninon, Sonia; Rao, Anusha S.; Rausch, Jamie; Remick, Jennifer; Romito, Laura; Sheeler, Kristy; Urtel, Mark; Wager, Elizabeth; Walker, Maria; Weeden, Scott; Yan, Jingwen; Zahl, David; Zheng, Lin

1. Welcome, review, and approve May 2022 meeting minutes (5 minutes) – Jerry Daday, PRAC Chair

Jerry Daday began the meeting by welcoming PRAC members and thanking them for their service on this committee. The minutes were approved unanimously.

2. Introductions and Overview of PRAC (10 minutes) – Caleb Keith

Caleb Keith provided a brief overview of PRAC. PRAC meetings are sponsored by the Office of Planning and Institutional Improvement (PAII). He noted Jerry Daday would be chair this year. He was chair elect last year and he will be the past elect chair next year. Sonia Ninon would serve as the chair elect this year and would be responsible for taking minutes. PRAC is a committee of colleagues from across campus, including academic schools and support units. It gives us an opportunity to share promising practices and engage in professional development to support students, faculty and staff as it relates to teaching and assessment. It also captures the assessment work on campus.

Caleb Keith invited all PRAC members to introduce themselves.

3. Overview of Higher Learning Commission Reaffirmation of Accreditation Process (5 minutes) – Caleb Keith

The Higher Learning Commission (HLC) is the regional accrediting body through which IUPUI receives its accreditation. It ensures to various stakeholders that we are doing good work. It allows us to do business with the federal government to get financial aid. A comprehensive visit takes place every 10 years. Ours will happen this fall.

A team of 10 folks have been writing a reassurance document for approximately a year. Dr. Stephen Hundley and Dr. Margie Ferguson have been leading this team. The drafts have been fine-tuned and the team is working on adding documents to the evidence file. We will not have a PRAC meeting in October. Members of the HLC review team would like to meet with faculty, staff, and students, so there will be requests to meet with them.

4. PRAC and Assessment Facilitated Discussion (20 minutes) – Jerry Daday

There is wonderful expertise that exists among PRAC members. There will be 2 sessions of breakout rooms. The first breakout room will be a facilitated conversation focusing on the questions below and the second breakout room will focus on strategic planning.

- What do you hope to gain or learn through your involvement with PRAC this year?
- What is assessment?
- Why is it important?
- How is assessment conducted in your department/unit/school?
- In what ways do assessment findings guide improvements?

Below are main takeaways from the first breakout session:

- Leslie Bozeman's group wants to (a) learn what works and ways to address challenges around assessment; (b) learn about how to assess the student experience—how to assess their learning in relation to their experience; (c) DEI-related assessment; (d) best practices are brought to this group; (e) strategies that can be adapted to other contexts; (f) how to onboard new faculty and staff into a culture of assessment; (g) learn how to communicate that assessment is important/valuable; (h) more about the program review process; (i) assessment at the graduate education level—create a graduate assessment subcommittee.
 - Pamela Morris liked the idea of having a subcommittee or interest group for assessing graduate/professional programs.
- John Hassell's group talked about question #5. Members of his group all have strong feedback loops. They follow guidelines set by their national accreditation agencies. Accreditation visits assess fidelity and quality of campus implementation. Students in those programs must also take licensure exams. Representatives of non-academic units in this group also use feedback to improve their operations.

Jerry asked committee members to send an email to either Sonia or him if they were interested in joining an interest group for graduate/professional assessment this year and possibly establishing a formal subcommittee next year.

5. IUPUI Strategic Planning Input Discussion (20 minutes) – Caleb Keith

Caleb shared IUPUI launched a strategic plan in 2014. That plan was reaffirmed three years ago during IUPUI's 50th anniversary. The university is about to undergo a new strategic planning process. Caleb asked PRAC members to reflect on the questions below:

- What would you include in a SWOT analysis in this moment in time? What are internal strengths and weaknesses? What are external opportunities and threats?
- What are values that should be represented in a new plan?

- What are things from the current plan you would like to see carried forward?
- What are things you would like to see in the plan?

John Hassell asked why we are working on a strategic plan when we don't know what will happen with the separation of Indiana University and Purdue University. Caleb noted there are two simultaneous processes taking place—the Strategic Plan and Vision 2024. Task forces are being charge with thinking through what the next two years will look like at the same time as the strategic planning process begins. Jerry added the university is going to engage in a strategic plan at the same time as the campus, so we don't want to be behind.

Caleb invited PRAC members to attend an Academic Affairs Town Hall for Faculty Input on Strategic Planning on September 28, 2022, at 11 a.m. Learn more here: <https://academicaffairs.iupui.edu/AOEvents/EventListing>.

Caleb asked committee members to send their notes to his email at cakeith@iupui.edu.

6. 2022–2023 PRAC Subcommittee Overview & Sign-Up (10 minutes) – Linda Houser, Tom Hahn, Karen Alfrey & Caleb Keith
 - Tom Hahn chairs the Record Subcommittee. The subcommittee reviews submissions for the Record. There is a website now. Please go to record.iupui.edu for more information.
 - Linda Houser chairs the Grant Review Subcommittee. Committee members reviews grant proposals once or twice a year depending on funding. This year, members of this subcommittee would like to review the rubric they used in the past and determine what needs to change.
 - Karen Alfrey and Caleb Keith chair the Reporting and Recognition Subcommittee. Karen noted this subcommittee reviews the annual PRAC reports and provides feedback. Those reports are used right now to pull evidence for the upcoming HLC review. It is a good way to learn what others are doing on campus and borrow ideas, processes, or tools from them.

Jerry encouraged PRAC members to use the link below to sign up for one of the PRAC subcommittees: https://iu.co1.qualtrics.com/jfe/form/SV_a8AuG0tmSgdg6Cq

7. PRAC Report Reminder and Preview of Guidelines (5 minutes) – Caleb Keith

Caleb provided an overview of the PRAC annual assessment report and the guidelines for that report. It should highlight assessment activities in the past academic year (2021-2022) and the following:

- Each academic school or support unit should have identified clear learning outcomes
- Report on assessment strategies in place, findings, and improvements made based on these findings
- Input on lessons learned from the COVID-19 pandemic
- Assessment related to The Profiles and the Record
- PRAC report guidelines are being updated now. Caleb will send them to all PRAC members by the end of the month. The PRAC reports are due January 15, 2023.

8. 2022 Assessment Institute Preview (5 minutes) – Caleb Keith

The Assessment Institute will be held on October 9-11, 2022. PRAC members will receive a complimentary registration. There are more than 300 registered institutions. The pre-institute sessions are not included in the complimentary registration. Below is a link to access the form for waived registration for PRAC members:

<https://planning.iupui.edu/machform/view.php?id=25891>

Caleb encouraged PRAC members to share information about the Assessment Institute with colleagues and friends in their network.

9. Announcements and Adjournment (5 minutes) – Jerry Daday

There was a suggestion to have an impromptu gathering of PRAC members at the Assessment Institute. The meeting was adjourned at 2:53 p.m.