

**Program Review and Assessment Committee**  
**Thursday, January 18, 2024**  
**1:30 – 3:00 pm**  
Meeting Minutes and [Video Link](#)

Attendees:

Alfrey, Karen; Altenburger, Peter; Braught, Emily; Davis, Julie; Dwyer, Patrick; Easterling, Lauren; Ferguson, Margaret; Giddings, Anita; Haberski, Ray; Hahn, Tom; Helling, William; Hurt, Amelia; Janik, Robbie; Kondrat, David; Lupton, Suzann; Macy, Katharine; Masko, Meganne; McCarthy, Katie; Montalbano, Lori; Morris, Pamela; Ninon, Sonia; Romito, Laura; Sheeler, Kristy; Sosa, Teresa; Walker, Maria; Zahl, David; Zheng, Lin

1. Welcome, Review, and Approve December 2023 Meeting Minutes (5 minutes) – Sonia Ninon, PRAC Chair

*Minutes were approved*

2. Student Engagement in Assessment (45 minutes) – Nick Curtis, Director of Assessment at University of Wisconsin-Madison and Editor of Research & Practice in Assessment.

*“Student partnerships in assessment”: Definition main points: (1) collaborative, reciprocal (2) process (not outcome) (3) all participants contribute equally (but not in the same ways)*

*Students may not be experts at assessment, course design, learning objectives...but they do have other valuable expertise and experience that are key (From Example 1, Course Redesign)*

*Students may bring up concerns and questions that the faculty may not (From Example 2, Program Redesign)*

*Traditional Assessment cycles do not include students beyond using them as data points. It only includes what we, as instructors, think.*

*In the cycle, the presenter described how students can be involved at each part of the cycle. (Refer to slides for details – excellent ideas for each part of the cycle).*

*Recruiting tips for this partnership –*

1. *Communicate the: Career/skill benefits*
2. *Communicate the: Value and why needed*
3. *Do not recruit based on students’ skills – recruit based on interest and enthusiasm*
4. *Recruit across disciplines to avoid focus on content*
5. *Carefully recruit faculty/staff (willing, focused on teaching, assessment experience)*

*Authors Book: Student-Focused Learning and Assessment (Peter Lang) – NILOHA (also focuses on equity)*

*An Upcoming book will focus on partnership in general*

*Suggested Resource: International Journal for Students as Partners*

### *Q&A*

- *One challenge is getting this rolling – clearly communicate what you are doing and why it is different – finds students that are very interested in this effort.*
- *Students could be compensated for this if possible (PRAC grants!)*
- *What levels? We may already do this in upper levels, but how about entry-level students?*
- *Suggesting that for entry-level classes, include those that have already had as well as are currently in or have not yet had the class. Encourages a mentorship model too! (Mixed model)*
- *Examples given are over time and compensated – what about smaller scale ways to involve students for a stage or step? Yes, gave an example of a single assignment where students develop an assignment rubric. Did this by presenting examples of different levels of completed assignments, to use as a guide: describe why they are good/not good in developing the rubric. It will be in “their language” rather than the faculties, and feedback is likewise in their language.*

### *3. PRAC Subcommittee Updates (5 minutes) – Subcommittee Co-Chairs*

- *Grants Subcommittee (Pamela Morris)  
I have received one application so far. Due 1/31. Please submit!*
- *Record Subcommittee (Tom Hahn)  
No meetings in the fall – but applications have been distributed to the committee to review. If you have not gotten any, please contact Tom.*
- *PRAC Reporting and Recognition Subcommittee (Karen Alfrey)  
Official deadline was 1/15 – still taking submissions for another week or so.  
End of February - Review committee will meet and then distribute reports for review through April.*

### *4. Update on Special Interest Groups (5 minutes) – Sonia Ninon*

- Three groups :*
- Assessing Student Belonging – Emily Braught will coordinate*
  - Equity and Inclusive – Sonia will coordinate temporarily*
  - Graduate and Professional – Sonia will coordinate temporarily*

*Before next meeting each group should meet once to draft a purpose statement, goals and outcomes, and time commitments.*

*Goals could be – present to PRAC; present at Institute; apply for a PRAC grant; read a book/research*

5. HLC Update (10 minutes) – Margie Ferguson, Senior Associate Vice Chancellor for Academic Affairs, IUI.
  1. *HLC site visit for realignment in November. Letter was received this week all was approved/no major concerns except for more communication (already known and working on). HLC trustees will vote on this in February.*
  2. *Site visit from last year’s reaffirmation of accreditation- single concern raised for May 2026*  
*Under 3A: inadequate process to differentiate undergraduate/graduate courses*  
*Need improvements to the process for differentiating between undergraduate and graduate courses in a coherent and consistent manner across campus.*  
*Several folks volunteered to help this conversation – to be contacted by Margie*  
*Meganne Masko*  
*Lauren Easterling*  
*Lori Montalbano*  
  
*Follow up and additional information at future meeting*
6. Preview of Next PRAC Meeting (5 minutes) – Sonia Ninon
  - Taxonomies – Debbie Oesch-Minor, David Pierce, and Charity Bishop
  - Authors of the chapter titled “When Done *Well*: A Primer on Where We Are and Where We Are Going in High-Impact Practices (HIPs)” in the book *Trends in Assessment: Ideas, Opportunities, and Issues for Higher Education* – Amy Cicchino, Ken O’Donnell, and Brandi Gilbert
  - Suggestions for April Speaker Topics
7. Announcements and Adjournment (5 minutes) – Sonia Ninon