

University Assessment Committee

Meeting Minutes

February 26, 2014

Meeting was called to order @ 11:00 am.

Minutes from January 16, 2014 meeting approved as submitted.

I. Collaboration with Gen ED Committee on ETS Profile

- a. Brian sent a draft to Gen Ed chair as a refresher on how the two committees can work together for this initiative. (No response to date.)
- b. Amjad will add a discussion of the ETS Profile to the itinerary of the Gen Ed Committee's next meeting.

II. Reviewed "Questions to Guide Development of Assessment Plan" Form

a. What will be used to assess?

- i. ETS abbreviated version will be used .
 1. 36 questions; 40 minutes completion time

b. Who will be assessed?

- i. Target population will be seniors and P2 students
- ii. Goal 100 student participants

c. Who will assess?

- i. UAC will partner with Gen ED committee but take on a leadership role in the administration of the survey.

d. How will UAC motivate students to perform at their highest level?

- i. The group reviewed a student opinion survey handout that will be used to gauge students' motivation to perform to the best of their ability.
 1. Th opinion survey consists of 10 questions that students will be asked to complete immediately following completion of the ETS Profile.

e. What will the incentives be?

- i. Considered dividing students into equal groups and awarding the highest achieving group a prize.
- ii. Kayla offered student perspective – thought gift cards was a good idea.
- iii. Group moved to give participants \$10 worth of flex dollars as an incentive.
- iv. Brian indicated that Dr. Wignot agreed to subsidize the cost of the incentives.

f. How will the sample be managed?

- i. The sample will be managed by the Office of Information, Analysis & Planning.

g. How will information about the assessment be communicated?

- i. Reviewed ETS Proficiency Profile Consent Form
 1. Sample: A general call will go out to students to take the assessment.

2. Following a discussion, the group decided to use the seven procedures outlined in the form as our framework.

h. When will the assessment be conducted?

- i. March/April
- ii. Students will have the option of choosing from one of multiple proctored exams.
 1. The group briefly discussed having an online version to increase participation.
 - a. Challenge – unsupervised, no proctor

III. Transfer Credits

- a. Discussion on how to address student participants who may have taken Gen Ed credits at other institutions.
 - i. Should there be a limit to the number of Gen Ed credits that a student transferred in? If so, what's that number?
 - ii. Action Item – Brian and Blake will run Cognos report to determine how many students transfer in Gen Ed credits from other institutions.

IV. Reviewed Handout on the Estimate for Spring 2014 Sample of Seniors and P2's

- a. Discussed whether categories provided a representative sample

Meeting adjourned at 12:05