University Assessment Committee

Meeting Minutes

March 20, 2014

Meeting was called to order @ 3:02 pm.

Minutes from February 26, 2014 meeting approved as submitted.

I.   ETS Proficiency Profile Status Updates –

   a.   Brian updated the committee on the status of students with transfer credits in the target population. Brian and Blake had not been able to identify, in the time since the last meeting, those students who entered Wilkes as freshmen but who took a notable proportion of their general education credits elsewhere. The committee was fine with moving ahead without further analysis, as backing out students known to have entered as transfers was already done, making this target group consistent with ETS-PP senior/p2 target groups from the past.

   b.   The initial call for volunteers (using $10 in FLEX money as incentive) yielded only 13 interested students between Thursday and Monday afternoons. Terri Wignot (Interim Provost/Sr. VP) approved upping the incentive per participating student to $25 in FLEX money. This (by the time of the UAC meeting) increased the number of interested students to 38. Twenty (20) of these 38 students were signed up for testing sessions so far.

   c.   Brian noted that he has worked with Bridget Giunta-Husted in Alumni Relations for scheduling student testing sessions and Rachel Duda in Student Services to reserve computer labs.

   d.   A secure browser for the ETS-PP will be downloaded by IT to the desktops of all computers in Breiseth 105 & 108 in preparation for testing.

   e.   A second call for participation (@ $25 FLEX level) will be sent out on Friday following the meeting.

   f.   Several suggestions were shared for helping to increase student response.

      i.   Brian will send an e-mail to the UAC following the meeting with a status update of the college of interested students, and the number remaining to achieve a representative sample by college (which represents 35% of the target population).

         1.   UAC Faculty will engage with faculty teaching seniors (or p2s for Pharmacy) in their respective colleges, to engage the help of influential instructors in encouraging students to participate.

      ii.   Rhonda will encourage Deans to send a message to students within their college's target population to encourage participation, and encourage taking the test seriously. She noted that for students to take the test seriously, it needs to be communicated as important throughout the institution.

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Additional recommendations were made to check in with Student Government (SG) about encouraging students. Kayla noted that Ian has made it a point to mention the test in SG meetings.

II. **ETS Proficiency Profile Proctor Training** –

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Brian ran through the proctor instructions while Adam demonstrated, projecting the computer screen for the group to follow.
Adam suggested adding a crosswalk between the student major and the major listed by ETS, since there is not a direct match for every major. This should also help with consistency of reporting.
The committee also suggested adding a 'College of primary major' item, as it was thought to yield more reliable subgroup breakouts for reporting (than the small numbers by individual major). It should be noted that following the meeting, the crosswalk was altered instead (as per committee consensus gained via e-mail) to guide students in reporting as the ETS 'major' field, an ETS major code linked (by crosswalk) to the college of their primary major. This change allowed for a bypass of the restrictions of adding the 'College' question (minimum 50 responses required per subgroup vs. 10 required by 'major'). This change should also address Mike's expressed concerns about students with multiple majors, provided those majors are from within the same college.
The first testing sessions will be held on March 26th (proctors: Mike and Scott, Adam and Elizabeth), followed on the 27th (proctors: Blake and Brian). Amjad, Ed and Brian are scheduled to proctor sessions on April 1st and 3rd.

Meeting adjourned at approximately 4:25