

# Assessment Council Minutes

Fall 2014

## Contents

[September 9, 2014](#)..... 2

[November 11, 2014](#) ..... 4

Assessment Council Meeting Minutes  
September 9, 2014, 11-12 a.m.  
University Center, Spruce A

**Members Present:**

Kim Black, Assessment, Chair

Jason Byrnes, College of Performing and Visual Arts Representative, Assessment Fellow

Lyda Ellis, University Libraries Representative

Jenna Finley, Enrollment Management and Student Access Representative

Brian Johnson, Graduate Council Representative

David Kendrick, Center for the Enhancement of Teaching and Learning

Jay Lightfoot, Monfort College of Business Representative, Assessment Fellow

Chris Marston, College of Humanities and Social Sciences Representative, Assessment Fellow

Julie Sexton, Assessment, Assessment Fellow

Eugene Sheehan, Provost's Leadership Team Representative

Stephanie Torrez, University College Representative

Renee Welch, Student Engagement Representative

---

1. Announcements

- a. HLC Visit March 9-11, 2015 – It is possible the visiting team may be interested in meeting with members of the Assessment Council. Members should try to be available if possible.
- b. Assessment Fair March 31, 2015 – Date will be later next year due to HLC visit. Format will also change from oral presentations to poster sessions. More details will be shared as the event date nears.
- c. Assessment GRA Position – Distributed a vacancy announcement for an hourly GRA position in Assessment.

2. Reports and Updates

- a. LiveText Reports – All academic programs and co-curricular units with student learning and development missions were asked to complete the reports. The information will be valuable for understanding campus needs regarding assessment. The Assessment Office will be working with the PLT on developing a standardized report template to be used in the future for annual reporting to begin fall 2015.
- b. Summer Assessment Activities – Distributed information about ALI participants, assessment mini-grant recipients, and focus group workshop participants. A series on using surveys for assessment will be offered next spring.
- c. Assessment Guiding Principles Statement – Reported that the committee will continue developing a draft to be shared with the Council later this semester. Members interested in serving on the sub-committee should contact Kim.

3. 2014-2015 Assessment Council Activities

- a. Future direction and role of University Assessment Council – Discussed evolution of the Assessment Council and possible role in the future. Members shared perspectives about role Council has and will continue to play in influencing institutional culture and practice regarding assessment. One possibility would be developing systematic processes for assessing institutional learning goals described in the university's mission documents. Kim will discuss with the Provost and report back at next meeting.

- b. Community and Civic Engagement (CCE) Committee – Deborah Romero, Director of CCE, and Kim met to discuss the possibility of the Assessment Council working with the CCE to assist with developing an assessment plan. The Council is receptive to this possibility, which could also serve as a model for collaboration and support for assessing other institutional initiatives.
  - c. Professional Development – Discussed potential need for providing professional development to Council members to enhance capacity to serve in an advisory role on assessment practice. We will continue to discuss and identify relevant opportunities.
4. Next Meeting: Tuesday, October 14, 2014, 11-12 a.m. Spruce A ([return to Contents](#))

Assessment Council Meeting Minutes  
November 11, 2014, 11-12 a.m.  
University Center, Spruce C

**Members Present:**

Jill Bezyak, Kim Black, Jason Byrnes, Lyda Ellis, Jenna Finley, Brian Johnson, David Kendrick, Eugene Sheehan, Stephanie Torrez

Guests Presenter: Jr McGrath

1. October meeting cancelled. No minutes to review.
2. Announcements
  - a. Community Engaged Scholars Symposium, Nov 11th 1:00-2:30 pm
  - b. HLC Visit March 9-11, 2015
  - c. Assessment Fair March 31, 2015 (**requested members email Kim if interested in helping to plan the event**)

3. Reports and Updates
  - a. Community and Civic Engagement Committee assessment update – Committee is currently conducting a syllabus review to identify courses that include community and civic engagement. The committee plans a series of faculty roundtables to share results and discuss implications. Committee is also working on possibility of flagging courses with CCE in the catalog and Banner.

**Request: CCE committee is looking for volunteers (prefer faculty) to assist with the syllabus review. Contact Deborah Romero if interested.**

- b. UCLA Faculty Survey – Jr McGrath presented highlights from the 2013 UCLA Faculty Survey. A report will be shared with the Council when it is complete. Members suggested other ways of analyzing the data such as comparing graduate faculty and undergraduate faculty responses. Members also discussed possibility of collecting similar data from adjunct instructors.
4. Discussion Items
  - a. UCLA Faculty Survey Dissemination – members provided suggestions for sharing survey results with the campus including the following options:
    - Brochure highlighting points of pride
    - Spotlight story for *UNC Today* and front page of UNC website highlighting UNC faculty's pedagogy & interaction with students and civic minded practice
    - Sharing results with recruitment and marketing
    - Hosting faculty roundtables/forums to discuss survey results (positive and negative)
    - Presenting and discussing results with college leadership teams
    - Creating a report similar to the Graduate Exit Survey to distribute
  - b. Staff Survey – discussed potential value of developing and administering an in-house survey similar to the Faculty Survey to go out to staff. Some issues to consider would include purpose of the survey and general research questions; population(s) to survey (all staff, separate surveys for exempt and classified, etc.); and potential to provide data for university initiatives related to

recruitment and retention. Members recommended talking with the Provost for input on whether and how such a survey might support current efforts and also getting input from PASC and CSC. David Kendrick volunteered to assist with developing a survey.

**Request: Additional members interested in working on developing a survey should contact Kim.**

- c. Assessment of Institutional Learning Outcomes – tabled until January meeting

Spring Meeting Dates

January 26

February 23

March 30

April 27

All meetings will be from 1-2 in Spruce A at the University Center. ([return to Contents](#))