

Assessment Council Minutes

Fall, 2023

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Assessment Council Meeting Agenda
September 11th, 2023, 2:00-3:00
Campus Commons, 2204

Council Members:

Olga Baron, Office of Global Engagement

Chad Bebee, Assessment, Council Chair

Sonia Schaible Brandon, Office of Institutional Effectiveness and Research

Samantha Buck, Office of Assessment GA

Loree Crow, Undergraduate Academic Engagement

Scott Franklin, College of Natural and Health Sciences

Jenni Harding, College of Education and Behavioral Sciences

Heng-Yu Ku, College of Education and Behavioral Sciences

Keiko Krahnke, Monfort College of Business

Brianne Markowski, University Libraries

Molly Jameson, Center for the Enhancement of Teaching and Learning

Berniece Mitchell, Recording Secretary

Heidi Muller, Faculty Senate

Sally Murphy, College of Performing and Visual Arts

Colleen Sonnentag, Dean of Student Development

Mikay Elliot, Student Academic Success

Tara Wood, College of Humanities and Social Sciences

Agenda:

1. Welcome & Introductions
2. Approval of the May meeting minutes—approved. Chad noted that the minutes are posted on the Office of Assessment website.
3. Announcements:
4. Old Business:
 - Update on Standards of Practice document (can be found in the A-Council Teams folder)—Chad noted that these are very general. They have been supported by Undergraduate Council and they went to Graduate Council on 9/21. Chad pointed out that the “Supporting Outcomes Data to Evaluate whether students are achieving the learning goals” will consume significant time of this Council.
 - LAC assessment dashboard & Canvas training update—Heidi updated the Council on LAC activities regarding indirect syllabus review, course-imbedded assessment done on a 6-year rotation of the categories via Canvas. Chad said that ID&D and OA are

hosting trainings for all those who agreed to go through that, working with their Assistant Deans Chad shared the Power BI.

- Assessment website resources – Chad wanted the Council to be aware that there are some resources on the Assessment website from national organizations.

5. New Business:

- A-Council Representative Discussion—Chad reinforced the concept that everyone who served on this Council are representatives of their areas. He wants us to operate with that in mind because we are going to have conversations this year that are potentially going to impact a lot of folks. Talk to your colleagues in your areas and bring any concerns or questions back to the Council for discussion.
- Introduction of Assessment GA Samantha Buck
- Summer Co-Curricular Assessment Work—Colleen reported on all that they did this Summer
- HLC Assessment Leadership Project & Audit—Chad talked about the Assessment Leadership event early in the summer ... He asked that the individual areas take the document he created and do the same in their units. Right now we are going to only do the first three areas.
- Intern accrediting agency al audits by area & documents
- Assessment Survey to academic programs in late September 25th to academic unit leaders.
- LAC HLC Improvement Project—Chad explained that the LAC conducts an audit every year of syllabi to determine that all of the required verbiage, outcomes and materials are in the syllabi per state guidelines. What the LAC found was that there was a high level of variance among the syllabi and many missing components. LAC has been working to revamp that process and making it clearer what they are expecting. They have updated the LAC website with an Assessment and Outcomes page. Chad recommended that everyone go to that page—it has a lot of good information about LAC and assessment outcomes, syllabi, and “all that good stuff”. When Kim learned of the results of that audit she felt that we needed to get a clearer alignment with LAC courses and the outcomes and we need to make those explicit. Chad has been tasked with working with some faculty volunteers who have agreed to work with Chad on some syllabi, assignment alignment, outcomes alignment, and getting that explicitly into some syllabi. This is a pilot project, paid for out of some quality improvement funds from Academic Effectiveness. NHS (Selected) & HSS (Anthropology)--
- Council Member New Business?

6. The Good of the Order

7. Adjournment

Assessment Council Meeting Minutes
October 9th, 2023, 2:00-3:00
Microsoft Teams

Council Members:

Olga Baron, Office of Global Engagement
Chad Bebee, Assessment, Council Chair
Sonia Schaible Brandon, Office of Institutional Effectiveness and Research
Loree Crow, Undergraduate Academic Engagement
Mikay Elliot, Student Academic Success
Scott Franklin, College of Natural and Health Sciences
Jenni Harding, College of Education and Behavioral Sciences
Heng-Yu Ku, College of Education and Behavioral Sciences
Keiko Krahnke, Monfort College of Business
Brianne Markowski, University Libraries
Molly Jameson, Center for the Enhancement of Teaching and Learning
Berniece Mitchell, Recording Secretary
Heidi Muller, Faculty Senate
Sally Murphy, College of Performing and Visual Arts
Colleen Sonnentag, Dean of Student Development
Tara Wood, College of Humanities and Social Sciences

Agenda:

1. Welcome
2. Approval of the September meeting minutes -- approved
3. Announcements
4. Old Business:
 - Co-curricular assessment update—Colleen reported that the SA Curriculum Committee. Chad thanked Colleen for sending along the feedback from that session. The data was “not bad”—he’ll take it!
 - HLC Assessment Leadership Cohort Update—Chad will be meeting with that cohort in a week or so. He will have more to report next meeting.
 - Standards of Practice update—Chad met with Graduate Council who had reviewed the Standards of Practice document. The GC lent their support to the document. The next stop for the document is the APC, and then eventually to Faculty Senate. Chad added that the document has not received much negative feedback which is encouraging.
 - AE Assessment Survey update—all programs that are not specially accredited should have received a survey through Qualtrics from Kim Black’s office. What we are asking them to do is provide us with some basic information about their assessment plan, their timeline, recent findings, and recent efforts. The main purpose of this survey is to provide Kim with

up-to-date information on program assessment as she is currently enmeshed in writing the assurance argument for accreditation. Programs have until the end of the month to respond to that survey.

- Program assessment audits update and discussion—Chad invited input from the individuals regarding their programs.
 - Tara took the lead—she has met with unit leaders from six units in HSS. She pointed out that it is definitely taking some time (about 20 minutes on average for each meeting) but she is getting a lot of really good information.

Tara was the only one who had anything to report and Chad encouraged everyone else who as representing a college to get started on the process as we have an initial deadline of our December meeting.

Breanne asked what the units that bridge academics and co-curricular are supposed to be doing to complete this audit. She pointed out that the libraries is a college, but not an “academic college”; also, Loree represents the Academic Undergraduate programs, but it’s also kind-of co-curricular. Chad’s response that at this point those co-curricular units, even if they sort of bridge the divide, to do anything. He added that if either Breanne or Loree would like the audit just to see what it’s all about, see what the language in it is all about, it could be helpful for them and he would be happy to share it. Loree asked that he do that. Chad also addressed something we talked about in the first meeting when we talked about this initially—the audit document is not something you should ask the unit leaders to fill out. You (the reps) should fill it out because it’s not user friendly. You could use it to ask the questions, or to help you frame your questions based on the context and the person you’re talking to. The audit document is just a guide; it’s not a template you have to follow exactly. And remember, we’re only doing the first three sections.

As a follow-up to this conversation, Chad asked: as far as the co-curricular units are concerned, we can’t exactly audit their assessment process as a whole and that’s why he hasn’t asked reps to do that for the co-curricular. He would however be very interested in what the programs feel like this council can do to assist them.

Colleen said that after our last meeting she took the document to the student affairs leadership and talked about the fact that this is what Assessment Council has provided to academic units to do an audit of assessment. She feels that even though they are in the formative stage, it’s helpful to know specifically how HLC is asking those questions.

5. New Business:

- Chad said that his GA and he have been working with all of the documentation that was provided last year from all programs, even those programs with specialized accreditation. The units completed an articulation of all of their program learning outcomes. They constructed curriculum maps and they mapped to the institutional learning outcomes. Although they had all of that documentation, it was in various forms and “all over the place” in SharePoint. He and Samantha have synthesized all that documentation into one file for every program and cleaned it up (sort of). He is going to give the Council access to their college’s folder in Sharepoint. This will allow each of the college reps to review the data and even though we aren’t going to ask programs to update that data right away, he added that

it is Kim's viewpoint that this is something programs should be reviewing in their program review year and then updating subsequent to the program review. He pointed out that some of them may need to be updated earlier depending on the program's needs. So, if you know of any programs that may need some attention on that in the short term, please let Chad know. Chad added that in addition to him and Kim Black, Nancy Matchett and the Provost office will also have access to these files.

- Keiko shared what MCB has been doing regarding their assessment system that was in place. The system was "very elaborate" but they are using the same learning goals that they have been using for the last many years. Even though they are good learning goals, they acknowledge that with the changing technology and the changing world, they really can't continue to use the same learning goals forever. So, they are inviting all faculty members to a town hall on November 2nd to discuss what skills and knowledge they would really like to see in their graduating students. She admitted that they are "kind of" going back to square one. Her desire is that all faculty start thinking about the purpose of assessment is how we can best serve our students so that they can learn, graduate and become successful people out there.

6. The Good of the Order

7. Adjournment

Transcribed by:

Berniece Mitchell, Recording Secretary

Assessment Council Meeting Minutes
November 13th, 2023, 2:00-3:00

Council Members:

Olga Baron, Office of Global Engagement
Chad Bebee, Assessment, Council Chair
Sonia Schaible Brandon, Office of Institutional Effectiveness and Research
Loree Crow, Undergraduate Academic Engagement
Mikay Elliot, Student Academic Success
Scott Franklin, College of Natural and Health Sciences
Jenni Harding, College of Education and Behavioral Sciences
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Keiko Krahnke, Monfort College of Business
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Molly Jameson, Center for the Enhancement of Teaching and Learning
Berniece Mitchell, Recording Secretary
Heidi Muller, Faculty Senate
Sally Murphy, College of Performing and Visual Arts
Colleen Sonnentag, Dean of Student Development
Tara Wood, College of Humanities and Social Sciences
Samantha Buck, Assessment Office Graduate Assistant

Agenda:

1. Welcome
2. Approval of the October meeting minutes—approved.
3. Announcements
4. Old Business:
 - Co-curricular assessment update—Colleen reported that several of their units are going through an inventory of their current curriculum and assessment initiatives and progress in realizing learning outcomes to be connected to the Department of Student Affairs learning aid. They have received some initial feedback from all three units in student affairs and they have a staff member who is going to meet with each unit director individually to go through what they have, how are things mapping and what type of support they need to get to the next step. The other big project right now are the connections between the leadership certificate as we have known it and the presidential leadership program, and making sure that our leadership learning aim that we have drafted as part of the student Bears curriculum matches with the leadership philosophy and frameworks that are being used for the leadership certificate and minor.
 - SharePoint assessment files repository—Chad has set up access for all the college representatives so you should be able to access any of the files in your college.
 - UNC Assessment Standards of Practice update—this document has now gone through all the governance groups (Undergraduate Council & Graduate Council) who have voted to

support it. It does not require a faculty vote to approve as it is a university document, but we did want those governance groups to signal their support as it is comprehensive, and they did support it. It then went to faculty senate as an information item, and they have communicated that they did not have any concerns. Chad asked that the Council spend some time with this document so that they are familiar with the SOP points as they detail good practices around learning outcome assessment.

5. New Business:

- AE Assessment Survey update
 - Report of initial findings (handout)—Chad talked about the findings of the survey (see handout in the November folder). He addressed the fact that there are some key needs—he expected to see a much larger number of programs with written assessment plans within NHS and HSS. This is one of the things that we need to address as soon as possible. With the comprehensive visit next fall, in late October, we're going to need to be able to offer a blueprint for a process moving forward that we can begin to implement this year. Chad also generated some questions for the Council to consider (also can be found in the document in the November folder). The question was asked about what percentage of the total programs the numbers from the survey represented. Chad said that he doesn't have a comprehensive accounting of all the programs, so he isn't sure.
 - Continued discussion in Dec. meeting

- Program assessment audits update and discussion
 - Summary of findings to date. Data collection complete by Dec. meeting.
Those who gave reports:
Jenny Harding
Brianne Markowski
Sally Murphy
Tara Woods
Chad asked that everyone try to gather what they can and finish before our next meeting in December and send him whatever you have before that meeting.
 - Uploading results and data in SharePoint—I can do this for you if you can send me your results.
 - Example report will be available.

Chad spent the last few minutes of the meeting explaining what he expects to happen when the HLC audit team come to campus, and how what we are doing now will help with that process.

6. The Good of the Order

7. Adjournment

Assessment Council Meeting Agenda
December 11th, 2023, 2:00-3:00
Microsoft Teams

Council Members:

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Brianne Markowski, University Libraries
Molly Jameson, Center for the Enhancement of Teaching and Learning
Berniece Mitchell, Recording Secretary
Heidi Muller, Faculty Senate
Sally Murphy, College of Performing and Visual Arts
Erika Saunders, Office of Global Engagement
Colleen Sonnentag, Dean of Student Development
Tara Wood, College of Humanities and Social Sciences

Agenda:

1. Welcome
2. Approval of the November meeting minutes—approved.
3. Announcements
4. Old Business:
 - Co-curricular assessment update—Colleen reported on her efforts to complete the co-curricular audit. She has compiled a list of co-curricular programs in Student Affairs that are tied to the institutional learning outcomes so that we can update the website. Chad shared his screen to show the Council the updates that have been made to the Outcomes page on the website; he asked the Council to take a look at that page and make recommendations.
 - UNC Assessment Standards of Practice document has been supported by the key faculty groups of governance and is uploaded on the Assessment website in the Assessment Toolbox > Program Assessment Toolkit.
 - Program assessment audits update and discussion
 - Summary of audit findings—Chad has received almost all areas.
 - Next steps to audit assessment infrastructure, PD, and A-Council processes in the spring-
- He said he is going to ask the Faculty Reps in the Spring to synthesize what they found. Particularly, our next steps are to think about Assessment Infrastructure, Professional Development and Council processes. We need to have an understanding of our

programs and their needs before we can have that conversation. He feels that Professional Development is an area that might need some augmentation, so we need to think of particular topics or challenges that are presented that we can try to mitigate through PD.

Scott Franklin asked Chad to clarify: Are you talking about professional development for programs as a whole or for individual faculty for assessing in their own classes? And Chad's response was "Yes, all of the above." However, our main objective as the Council is to help programs assess their PLOs as a program and imbed improvements over time. The Provost's directive to programs is that they develop an assessment plan. Scott said that he has found in conversation with NHS Leadership Team they were requesting help to understand what an Assessment Plan should contain. He suggested a series of workshops that takes you through, step-by-step over the course of the semester so that they have a rough draft of a plan in place by the end of the semester. Chad said that he had submitted a proposal for a Provost Innovation Grant which would implement something like what Scott was describing, except it would be over the Summer. The grant would allow the Office of Assessment to pay a stipend to some faculty members to attend that workshop and by the end of the Summer workshop they would have a Program Assessment plan. He's still waiting to hear whether his proposal is funded.

Chad also discussed the use of Canvas to collect assessment data. Tara pointed out that dual enrollment presents challenges in using Canvas to collect assessment data. Chad agreed.

5. New Business:

- Preview of spring discussion concerning assessment reporting schedule, process, and templates/prompts
 - We're going to have to have all non-accredited programs develop an assessment plan and follow that assessment plan up through the year of program review.
 - They will then synthesize that information into their program review, which is the end of the cycle.
 - Sonia raised the subject that there was a lot of feedback on the student survey about the "inconsistent use of Canvas" by faculty across campus, and Colleen seconded that thought because they hear it a lot in their office as well. Her closing comment was that "While some additional policy has been passed around that it is still not that explicit, that faculty must use it for those purposes [i.e., syllabus, grades and uploading assignments]".
Chad feels that we can "sell the Canvas piece for assessment" because it really does cut down on everyone's workload by doing it that way.
 - Chad pointed out that we are going to have to move fast on this because we only have spring semester, reminding that the HLC visit is late October.
- Chad directed the conversation back to the Standards of Practice document that currently pertains to non-accredited academic programs. He conceded that the accredited programs

and some other programs may differ, but that process described an assessment reporting process that is tied to the program review schedule. All non-accredited programs undergo program review every five years; in the fifth year of the cycle they should be compiling the data to go into their report and handing it over to the Provost Office. They should be able to cover all their student learning outcomes in that time, at least once, possibly more than once. But the standards of practice document doesn't dictate exactly how that works. It's up to the program to decide how, when, and how frequently they gather SLO data, but the more efficient we can make it the better and the more data they can collect efficiently. His point: If we can design one or more prompt templates for them that should help them get started.

- Chad addressed the fact that the Council has a lot of work to do in the spring and he may propose that the Council break into some subgroups which will meet in addition to the regular Council meetings to help the workflow . . . flow 😊.
- He will also start spring off by providing a summary of their findings of their audits with the expectation that it will help inform our conversations about professional development needs, infrastructure and the like.

6. The Good of the Order

7. Adjournment – meeting adjourned at 2:33 pm. Have a happy holiday and we'll see you in January. Chad will be sending a calendar invite—we will continue to meet in Campus Commons 2204 occasionally.