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University Assessment Council
Minutes of the May 10, 2011 Meeting

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Present: Kris Byrd, Meredith Bryk, Ellen Byrne, Jan Chlebowski, Jeff Delafuente, Herschell Emery, Vennie Filippas, Jill Gordon, Kim Isringhausen, Kathy Kreutzer, Christina Lindholm, James Mays, Michelle McGregor, K. Stone, Gaurav Gupta, Kathy Ingram, Scott Oates.

Minutes from April 12, 2011

- The minutes were approved.

Announcements (Scott Oates)

- **Faculty Learning Community on Portfolios:** Scott and Kris Byrd will co-facilitate a Faculty Learning Community (FLC) on the topic of portfolios during 2011-2012. Funded by the Center for Teaching Excellence FLC Program, this cross-disciplinary group of faculty will participate in an active, collaborative, self-guided exploration about student portfolios. Scott and Kris are recruiting members now, with the goal of having 9 participants total.

- **Thank you to Kathy Ingram:** Scott noted that this is Kathy's last Assessment Council meeting and that she will be returning full-time to her faculty position in the Department of Psychology. Scott thanked Kathy for her work in the Office of Assessment and for her assistance this year in helping him

Assessment Council Schedule for 2011-2012

- After some discussion during the meeting, a decision was made to keep the same day and time for Assessment Council meetings in 2011-2012:
    - Second Tuesday of each month, 12:30-2:00
    - Alternate campuses
- Meeting dates: 8/9, 9/13, 10/11, 11/8, 12/13, 1/10, 2/14, 3/13, 4/10, 5/8

Assessment Plan Updates/Reports for 2010-2011 Cycle

- Scott distributed a memo drafted for Assessment Council members to forward to Department Chairs and Program Directors about reporting for the 2010-2011student learning outcomes assessment cycle. Council members

Discussion: Assessment Quality Review (AQR)

a. Purpose of AQR. Council members discussed the following language, which Scott had drafted to describe the purpose of the AQR:

> Review a degree program's learning outcomes assessment practices for usefulness. Useful assessment practices confirm expectations for student learning and/or inform ways to improve student learning.

> *A review is a formal and critical assessment of a program, process, or product with the possibility or intention of instituting change if necessary.*

Council members expressed favorable opinions about the language. There was some discussion about whether (and, if so, where) to add language stating that assessment is required for accountability purposes. Another suggestion was to distinguish what AQR is from why we do it (continuous improvement and accountability).

b. <u>Uses of AQR Findings</u>. Council members commented on the language (below) that Scott had drafted. He wants to create a document with one-sentence statements that could be supported by another page with more explanation.

   i.   The Assessment Council will use findings to commend and show case best practices in assessment at VCU.
   ii. Programs/Departments and the Office of Assessment will use findings to improve the usefulness of their assessment practices.
   iii. Programs/Departments may use review findings for reporting purposes (e.g., accrediting agencies; program review; etc.)
   iv. Academic Affairs will use AQR findings to prepare summative reports to SACS and/or other stakeholder as necessary.

Council members expressed favorable views about this draft language. Suggestions and comments focused on the sequence of the statements, as well as understanding and responding to resistance people may have about assessment.

c. <u>AQR Criteria</u>. Scott distributed a handout, *Assessment Quality Review Criteria and Evaluation Sheet*. Council members formed small groups, each of which was assigned to discuss one of the first four standards. Each group offered suggestions about what type of evidence would meet the criteria for the particular standard, as well as how and where the evidence might be gathered.

Next Meeting:

Tuesday, August 9
12:30-2:00
MCV (specific location to be announced)