K E A N
U N I V E R S I T Y

University Assessment Committee (UAC)

Meeting #4 Minutes 12/07/2020

1-   Approval of Minutes 11/09/20.
JN asked for approval of previous meeting minutes. JN notes the revision of the College identification for Carissa Davis; it has been corrected to be NJCSMT from NJSTEM.
JNK motions to approve Minutes.
RI seconds the motion to approve.
All in favor vote 8-0 YES to APPROVE.

2-   UAC Charge Revision / Mukul's Edits /Report from Subcommittee Josephine Norward (JNor) and Rafael Inoa (RI).
RI updates the Committee on his and JNor's discussions. RI states that there was a consensus that there were fixed (non-negotiable) items vs. items that were open to suggestions. RI & JNor have made these suggestions and recommend modifying some language. JN suggested sending the revised document to the Committee for an email vote on the revised language. JN asks for a vote on approval to do this. RI acknowledges the significant contributions of MA in guiding this document.
RI motions to approve an email vote on the revisions.
JNor seconds the motion to approve.
All in favor vote 8-0 YES to APPROVE.

3-   Feedback on Workshop: Assessment Rubrics in LMS.
JN solicits feedback form the Committee on the just completed Workshop of 11/23/2020 entitled *"Assessment Rubrics in LMS: Workshop for Kean Faculty".* Committee generally acknowledges that despite the technical difficulties experienced by the presenter, the information was useful. JNor notes that she personally had difficulty in exporting the rubric she created in BB. JN commented that she had also difficulty in extracting the rubrics from BB. DB asked if there was any consideration of how to gather rubrics post-pandemic when faculty are no longer using BB exclusively due to in-person classroom instruction. MA states that this remains an open question due to ongoing evaluation of alternative LMS's for incorporation into the Assessment protocols at Kean. JN & KN asked about the double role of GenEd rubrics vs. program specific rubrics for their particular departments. MA recommended that both are handled as separate assessment reportages.

4-   Determine schedule for committee meetings Spring 2021.
This is the SP21 UAC Meeting schedule proposed by JN:
Monday, January 24 *(should be January 25th)*
Monday, February 22
Monday, March 15
Monday, April 12
DB notes that January 24th is a Sunday. JN apologizes for the error and recommends it instead be January 25th. CK will revise this date in the minutes. JN calls for a vote on the dates as tentative.
CK motions to approve the meeting dates as tentative.
NT seconds the motion to approve.
All in favor vote 8-0 YES to APPROVE.

5- Discussion of Timeline for Committee Tasks – Pending Issues.
Current list of Committee Tasks is below:
1. How to support assessment activities in each program (November?)
2. How to provide recognition of Assessment efforts by each program and program coordinator (December?)
3. Culminating event to recognize assessment products and utilization (Jan-May?)
4. Assessment plan and report rubric: OAA has started using the Academic Program Annual Assessment Plan & Report Rubric to provide feedback on the plan. Could we try to find out how useful that has been and also gather feedback on the use of the rubric to provide feedback on the plan. Request: Could the committee review the report portion of the rubric? If needed, we could also use some of last year's reports to test the rubric.
5. Assessment of the assessment process to make it more useful and effective
6. Offering professional development workshops on and around assessment such as developing SLOs, identifying direct and indirect measures, developing rubrics, engaging all faculty in the assessment process, program review process, closing he loop, evidence based resource requests, etc.
7. Subcommittee to mine data from database created by Mukul Ankara based on student evaluations university-wide.
8. Recommend an assessment management system for Kean which can be used including for the following (some providers: AEFIS, Xitracs, Nuventive, Watermark, Weave)
    - Strategic plan and goals achievement tracking and reporting,
    - Kean SLO measures tracking and reporting with the drill down option on different levels (University to course section)

MA/JN suggests a prioritization of this list for SP21 meetings. Prioritization recommendation is:
#8 first
#6 second
#1, 2 & 3 third
The reasons for this are that MA and the University are requesting UAC feedback on potential alternative Assessment Management Systems (AMS's) under consideration. MA would like to establish 30-minute presentations by the vendors under consideration to allow UAC to give feedback. MA recommends these first presentations being scheduled for the first UAC Meeting in the Spring, on January 25th.
JN asks the Committee for a vote on MA recommendations above.
CK motions to approve the meeting dates as tentative.
RI seconds the motion to approve.
All in favor vote 8-0 YES to APPROVE.

MA also would like to recommend Committee's consideration of a review of the University's Assessment procedures to establish a recommendation of a consistent systematic method of Assessment University-wide based on best practices, with this being addressed by March of 2021. JN will add this item to the Pending Issue list for discussion and planning.

Next meeting Monday, January 25th, 2021 @ 3:20pm. JN wishes all committee members a safe a healthy Holiday Season.

6- Adjournment
Meeting is adjourned at 4:33pm.

Respectfully Submitted:
Craig Konyk, UAC Secretary

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University Assessment Committee Attendance
12/07/20

College	Name	Attendance
HSS		
HSS	**Julia Nevarez** (Chair)	X
Education	**Rafael Inoa**	X
Education		
NAHS	**Kikombo Ngoy**	X
NAHS		
CLA	**Nidhi Thakur**	X
CLA	**Julie Harris**	X
NJCSTM	**Carissa Davis**	X
NJCSTM		
M. Graves College	**Craig Konyk** (Sec.)	X
M. Graves College		
CBPM	**Sucheta Ahlawat**	**NO**
CBPM		
NW Grad. College	**Josephine Norward**	**X**
NW Grad. College		
Professional Staff		
Professional Staff		
Professional Staff		
	Mukul Acharya (OAA Rep)	X
	David Barber (KFT Rep)	X
Non-Voting	**(**Senate Rep.)	
	(Executive Director, General Studies)	
	(Library)	