

2018-2020 Academic Affairs Assessment Committee Activities

This document summarizes the key activities of the committee and associated timelines and status of each.

Charge Mapping	Assessment Activities	Time Period	Status
Committee Structure and Function			
10	a. Revise committee charter	Spring 2019-Fall 2019	Complete; Implemented Fall 2019
1, 3	b. Review and revise website content	Spring 2020-Spring 2021	In process
10	c. Review and report activities on an annual basis	Fall 2019-Spring 2020	Complete, but ongoing; Activities reviewed Spring 2020
HLC Quality Initiative			
1, 4, 6, 9	a. Review and recommend proposal to the Provost	Fall 2016-Spring 2020	Complete
1, 4, 6, 9	b. Review QI project proposals	Fall 2016-Spring 2020	Complete
1, 4, 6, 9	c. Engage in QI reporting and findings	Fall 2016-Spring 2020	Complete
Data Utilization: NSSE			
5, 7	a. Develop and implement NSSE data use process for 2018 results	Fall 2018-Spring 2019	Complete
5, 7	b. Develop and implement NSSE data use process for 2020 results	Fall 2019-Spring 2021	In process

Data Utilization: Nuventive Improve			
5, 6	a. Develop Expectations Quick Reference	Fall 2019	Complete
5, 6	b. Review and recommend system cleanup	Fall 2019	Complete
1, 2, 4, 5, 6	c. Review dashboard results, disseminate to colleges, collect feedback and make recommendations	Spring 2020	In process; Results reviewed, disseminated to colleges, & feedback tool developed Spring 2020
1, 4	d. Disseminate annual examples of use of data to promote learning improvements		To be rolled forward
1	e. In last plan: Develop policies that specify expectations for outcomes, measures, and results for outcomes at the program level for continuation.		In process; Expectations Quick Guide shared with UAC for University Assessment Plan
Celebrating Successes: Excellence in Assessment Award			
3, 4	a. Revise criteria to broaden engagement	Fall 2019-Spring 2020	Complete
3, 4	b. Proactively solicit nominations	Fall 2019-Spring 2020	Complete
3, 4	c. Develop and pilot rubric to score nominations	Fall 2019-Spring 2020	Complete
3, 4	d. Heighten visibility of the assessment awards.	Fall 2019-Fall 2020	In process
Building Assessment Expertise			
1, 2, 3, 4, 8	a. In last plan: Conduct workshops on instructional design and linkages of assessment at the course and program levels.	Spring 2019-Spring 2020 (FCTL Workshops)	Complete, but ongoing; FCTL has held several workshops
1, 2, 3, 4, 8	b. In last plan: Provide guidance on instructional techniques that promote student learning and utilize data for continuous improvement.	Spring 2019-Spring 2020 (FCTL Workshops)	Complete, but ongoing; FCTL has held several workshops
1, 2, 3, 4, 8	c. In last plan: Continue to support individuals' attendance at assessment conferences.	Ongoing	Complete, but ongoing; Provost's Office supported attendance at IUPUI, AALHE, NEEan
1, 2, 3, 4, 8	d. In last plan: Provide mentoring to coordinators and department chairs to guide assessment implementation. Re-energize college-level assessment committees and/or processes for monitoring assessment results reporting and improvement efforts.	Ongoing	In process; Working with UAC re: role of multiple committees

Institutionalizing Assessment Through Processes			
1, 4, 5, 6	a. Inclusion of assessment into APR process.		Complete, but ongoing; Assessment reports are now required. On going work re: role of AAAC
1, 4, 5, 6	b. General Education outcomes assessment reports.		Ongoing; Closing the Loop Conversations established and executed; ongoing work re: role of AAAC
1, 2, 3, 4	c. Assure that faculty processes reinforce the important role of assessment in faculty responsibilities, such as hiring, tenure, promotion and merit.		To be rolled forward
1, 2, 3, 4	d. Incorporate responsibility for assessment in job descriptions and annual performance reviews (administration)		To be rolled forward

Committee Charges as of 2019-2020

Working within a model of shared governance, the AAAC is responsible for the following:

1. Establishing the development, exchange, and the advancement of best practices and excellence in assessment;
2. Monitoring and evaluating processes and methodologies to assess student learning and ensure mechanisms reflect good practice and include the substantial participation of faculty and other instructional staff members;
3. Providing guidance and resources to support assessment practices;
4. Collaborating with the units of Academic Affairs to develop and maintain a culture of unit-owned continuous quality improvement;
5. Regularly auditing assessment practices including current initiatives, data collection, and outcomes;
6. Developing recommendations to help the institution achieve greater effectiveness and efficiency as a result of assessment practices;
7. Directing and evaluating administration schedules and analysis of institutional measures of success (e.g., NSSE, FSSE) in coordination with other divisions;
8. Assisting academic units to prepare for and meet assessment-related accreditation expectations;
9. Directing, evaluating, and supporting divisional quality improvement initiatives (often a required component of the institution's reaffirmation of accreditation) and the institution-level measurements that track improvements from those efforts; and
10. Evaluating the progress and outcomes of these charges on an annual basis, using data to inform the work of the committee.