

**University Assessment Council  
December 2, 2008**

Minutes

1. Attendance

Attending: John Egger, Lilian Carter, Margaret Faulkner, Cynthia Kalodner, Marion Hughes, Virginia Anderson, Teri Hall, Raymond Lorion, Larry Shirley, Lonnie McNew, Jane Akers, Luz Caceda, Jordan Plumhoff and Patricia MacDonald.

Not Attending: Ocie Watson-Thompson, Jane Neapolitan, Catherine Horta-Hayden, Jacquelyn Jordan, and Cristina Magaldi. Vera Smolyaninova is on sabbatical

2. Minutes from October 7, 2008

Minutes from October 7 were reviewed and approved unanimously.

3. Subcommittees Reports

- Subcommittee on Undergraduate Program Assessment - SUPA will meet on December 10 at 9:30 to revise the undergraduate assessment plans and reports.
- Subcommittee on Graduate Program Assessment -SGPA will meet on December 8 at 9:00 to revise the graduate assessment plans and reports.
- Gen Ed Assessment Subcommittee distributed the action plan for the month of December and January to the UAC members. In December the GEN ED assessment subcommittee will meet with assessment coordinators for different departments in order to coordinate the work with general education courses' faculty and define which data will be collected and the best way to do it. The first step would be to identify key faculty and with them finalize the form template that will be used to collect assessment data. Once the form templates and the information required are defined, chair persons will distribute the form templates to the GEN ED faculty of each department. Workshops for GEN ED faculty and assessment coordinators will be organized in February in order to have more opportunities to clarify the process.  
The GEN ED Assessment Committee has selected 3 General Education Skills to work on this year;
  - a) Writing for a Liberal Education
  - b) College Mathematics
  - c) Scientific Inquiry
- Middle States Steering Committee. Members of the Steering Committee presented an update from their respective working groups. The working group (wg) on general education is coordinating its activities with the assessment committee on GEN ED and the revision committee on GEN ED in order to keep all the committees working in the same direction and maintaining the communication between them. The working group on GEN ED will be participating in the activities described for the GEN ED assessment committee for December and January.
- The wg in Institutional Assessment will me meeting in December in order to coordinate the data collection and the working plan.
- The draft for the Self Study Report was approved and most of the working groups will be meeting in December and January in order to coordinate the data collection and prepare the draft report. Each working group will present their reports by March 2009.

4. Updates on Survey Coordinating Review Policy

The Survey Coordinating Review Committee reconvened in November to revise the final draft of the policy. Some corrections in the form and content were made. The purpose of this committee and its policy is to ensure that a coordinated approach is taken across the University when surveying students, faculty and staff of Towson University.

The committee is not intended to constrain initiatives to obtain feedback or data but to maximize the benefits from surveys on campus and to encourage high participation rates and coordination of available data.

One major concern this committee is addressing is that members of Towson University will be over-surveyed and become less than enthusiastic or careful in their responses, or that unprofessional survey instruments will ask inappropriate or potentially illegal questions. This will seriously reduce the effectiveness of the surveys and the validity of the results as well as open up Towson University to the risk of sanctions or legal action. The Survey Coordinating Council (SCC), a formal committee of representatives from across campus, was convened to review the survey process at Towson and to make recommendations to improve the effectiveness of this important method of cross-campus data collection.

One concern of the UAC was the capability of the SCC to decide or guide in the process of developing surveys regarding validity and reliability. The SCC does not propose to oversee the process of survey development or analysis. Its function is limited to coordinate the administration period on major institutional surveys and establish a common survey data clearinghouse.

5. Updates on Student Voice Roll Out

There were two open training sessions on November 5 and 6. Other training sessions on student voice services are available at the student voice website. Faculty and staff can request an account and use the service for free instead of using other services as survey monkey.

UAC members required additional feedback about the confidentiality of the data and the ownership of the survey, especially if a faculty wants to use the student voice service to perform research.

6. Next meetings

First Tuesday of February at 2:00 pm.

Respectfully,

Luz Caceda  
Office of Assessment