

# IU South Bend ASSESSMENT COMMITTEE

## -Annual Report for the 2013/2014 academic year

The IU South Bend Assessment Committee, in existence since 1995, is responsible for promoting, supporting and monitoring departmental assessment programs. The primary tool for this activity is Weave, an online data management system adopted IU system-wide for all regional campuses to facilitate an integrated approach to assessment. The Assessment Committee is currently a joint committee of the Academic Senate and Academic Affairs. Five members are appointed by the Academic Senate and four members by the Vice Chancellor for Academic Affairs. From the membership, the Committee selects a Chair who is appointed by the Vice-Chancellor. In addition there are ex-officio members from Academic Affairs, which include the Assistant and Associate Vice Chancellors and the Institutional Researcher.

### Committee Activities:

- **The Assessment Committee Chair and assistant met with upper administration, including the new Chancellor to discuss the assessment committee's role on campus and discussed refocusing the committee, along with other options to improve assessment on campus.**
- **The Assessment Committee Chair wrote a proposal to fund an assessment office that would oversee the work of providing training and feedback to all University units and programs. The proposal was modeled on the assessment set-up at IU Southeast. This proposal was submitted to the Interim Executive Vice Chancellor for Academic Affairs and was presented at the campus budget hearing.**
  - *What we need most urgently* is a group who can evaluate the programs which have already been submitted in Weave for the 2012/13 academic year. If they are not given feedback on how to improve, they will not see the value. We will be moving backwards with our assessment efforts and cannot afford for that to happen. The new assessment cycle started with the new academic year 2013/14. At the end of this semester (or end of summer depending on assessment used) faculty are again expected to input their findings into Weave. In order for them to improve their measures, the way they collect data, etc. they need to be evaluated and provided useful feedback to improve. This 'group' could consist of 5 faculty members, who perhaps could receive a course release. I imagine that their efforts will take at least 10 hours per week. By the time they are finished the new cycle will be complete and they would begin on the new evaluations. In the beginning it will take longer, but as the evaluators get more experienced and as the programs improve we may be able to decrease the number of evaluators needed or use them for example to run general education assessment projects. Either way, their time would be used wisely. This is something the Assessment Director could supervise if we go that route.
  - Increased investment in assessment is imperative because of pressures being exerted from both within and outside of higher education. These include state, accreditation and student mobility issues.
  - An assessment office would allow the faculty senate assessment committee to focus on the effectiveness of the assessment process, and communication with academic units.
  - The HLC Quality Assurance process will require extensive documentation at all levels of effective assessment, including at least 3 years of data.

- **Brought Susan Hatfield, popular assessment expert, to campus for a faculty workshop and a consultation with the assessment committee.**
- **Held several workshops on Weave and assessment tools for schools across campus**
- **Provided *Assessment Study Hall*, an afternoon session at UCET, where faculty could get one-on-one help with Weave and assessment questions.**
- **Sent out an Assessment Survey to all faculty and administration on campus.**
- **Set-up a joint project with UCET. UCET sent out an informal survey to determine exactly what faculty would most like to attend.**
- **Kept assessment committee website updated, and continued to add assessment materials to the library.**
- **Discussed and reviewed what the assessment committee's role is**
- **Revised and approved new Assessment Committee Plan. The last time this plan was updated was in 2007.**
- **Revised analysis questions for programs to evaluate their assessment plans.**
- **Ongoing assessment committee training**

### **Weave:**

The assessment committee continued to assist with the full implementation of the Weave assessment reporting system. This was the second academic year the system has been in use. Many programs continue to have delays and difficulties completing a full assessment cycle in Weave. This is the official record of assessment on our campus, and will be used by the accreditation team as evidence for a culture of assessment. It will be critical for a successful accreditation that all programs have complete information for multiple cycles. All programs across campus are supposed to have full assessment plans in place and in Weave, this includes; mission, goals (if applicable), outcomes, targets, findings, action, analysis questions and a curriculum map. Programs have also been asked to link their outcomes to the general education outcomes on campus, which is easily completed in Weave by marking the boxes of associations.

Deans were regularly updated on the status of their programs throughout the year. Additionally, all Weave administrators were reminded and provided information regarding their assessment progress in Weave. Everyone has been encouraged by the assessment committee, and offered help as needed.

A summary of the current submission status of all entities in Weave is attached.

### **Assessment Grants:**

No assessment grants were applied for this academic year. Reports for last year's awards were turned in and are posted on the assessment committee website.

### **Workshops and Conferences**

- **Susan Hatfield:** Susan Hatfield, an in-demand speaker on academic assessment, presented a workshop on *Assessing Program Level Student Learning Outcomes*. Thirty-five faculty members participated in the morning workshop on September 13, 2013. She also provided assessment training to the assessment committee. Additionally she discussed the upcoming accreditation and other issues related to program level assessment on campus.
- **Assessment Institute:** The assessment committee underwrote the attendance of three faculty members at the IUPUI Assessment Institute. This internationally recognized conference brings together the best scholars and practitioners involved in assessment. A particularly informative pre-conference session, led the committee to invite Dr. Barbara Walvoord for a campus consultation in the Fall of 2014.

- **HLC conference:** Four assessment committee members attended the HLC conference, which always has a strong focus on assessment.
- **Assessment Study Hall:** On April 18, members of the Assessment Committee held an open assessment study hall where faculty could get one-on-one assistance with Weave and assessment issues. Seven faculty members attended, and all of them indicated in the feedback that they found the session very helpful.

### **Other Activities**

- The committee extensively updated the document used to guide its activities. This had not been done since 2007. The new *Assessment Committee Plan* is available on the assessment committee website.
- The committee started development of an interactive online handbook that will be available from the assessment and Weave websites to assist programs in improving their assessment plans. Committee members developed an outline and instructional components to be included, along with a visual graphic representation
- Tracey Trottier was elected to fill the Assessment Committee Chair position in January as Michelle Bakerson, the Chair during the fall semester, took on additional administrative roles in Academic Affairs.

### **Looking Ahead:**

- The assessment committee is pleased to welcome Barbara Walvoord, a preeminent assessment expert to campus Sept 10-12, 2014 for an extensive consultation with campus leadership groups and faculty. She will assist the campus in planning for the assessment components of accreditation and present a faculty workshop.
- Starting Fall of 2014, the committee welcomes new members LeAnna LaLime and Linda Fisher. The committee will nominate a Chair from its members.
- The work of the committee will continue to focus on preparations for the upcoming accreditation. The assessment committee goal is that 100% of programs complete a full Weave cycle for the 2013/14 academic year by November 1, 2014. They will assist programs individually in this process by offering several open study halls during the month of October and by appointment.
- The committee will continue to award assessment grants, conduct workshops and sponsor attendance at assessment conferences
- The Committee will continue development of an online assessment handbook to assist programs in improving their assessment plans and activities.
- The committee will consider ways to integrate more closely with other campus committees and campus administration. The committee will focus on analyzing and summarizing campus data and sharing it appropriately with those bodies.

Attachments: Weave Data Entry Status Overview

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As of: 10/02/2014 12:19 PM EDT

## 2013-2014 Data Entry Status Overview

This report shows Data Entry Status based on Draft/In-Progress vs. Final status determined by users. To get a more complete picture of remaining work, also run Audit reports for the sections of interest.

### Status Overview for All Entities

	Final	In-Progress	None
<b>Mission / Purpose</b>	35 (27%)	40 (31%)	55 (42%)
<b>Goal (if used)</b>	31 (24%)	40 (31%)	57 (45%)
<b>Outcome/Objective</b>	32 (25%)	43 (33%)	55 (42%)
<b>Measure</b>	26 (20%)	43 (33%)	61 (47%)
<b>Target</b>	13 (10%)	37 (28%)	80 (62%)
<b>Finding</b>	3 (2%)	12 (9%)	115 (88%)
<b>Action Plan</b>	5 (4%)	11 (8%)	114 (88%)
<b>Annual Report</b>	0 (0%)	5 (4%)	125 (96%)
<b>Program Review</b>	0 (0%)	0 (0%)	130 (100%)

### Status Overview for Academic Entities

	Final	In-Progress	None
<b>Mission / Purpose</b>	31 (30%)	24 (23%)	49 (47%)
<b>Goal (if used)</b>	27 (26%)	25 (24%)	51 (50%)
<b>Outcome/Objective</b>	28 (27%)	26 (25%)	50 (48%)
<b>Measure</b>	23 (22%)	27 (26%)	54 (52%)
<b>Target</b>	11 (11%)	22 (21%)	71 (68%)
<b>Finding</b>	1 (1%)	6 (6%)	97 (93%)
<b>Action Plan</b>	4 (4%)	5 (5%)	95 (91%)
<b>Annual Report</b>	0 (0%)	4 (4%)	100 (96%)
<b>Program Review</b>	0 (0%)	0 (0%)	104 (100%)

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### Status Overview for Administrative Entities

	Final	In-Progress	None
<b>Mission / Purpose</b>	4 (15%)	16 (62%)	6 (23%)
<b>Goal (if used)</b>	4 (16%)	15 (60%)	6 (24%)
<b>Outcome/Objective</b>	4 (15%)	17 (65%)	5 (19%)
<b>Measure</b>	3 (12%)	16 (62%)	7 (27%)
<b>Target</b>	2 (8%)	15 (58%)	9 (35%)
<b>Finding</b>	2 (8%)	6 (23%)	18 (69%)
<b>Action Plan</b>	1 (4%)	6 (23%)	19 (73%)
<b>Annual Report</b>	0 (0%)	1 (4%)	25 (96%)
<b>Program Review</b>	0 (0%)	0 (0%)	26 (100%)

