



HLC Accreditation 2016-2017

Federal Compliance Form

Academic Affairs

University Assessment Committee

Appendix V

University Assessment Committee Minutes, AY 2011-2016

Additional information:



WICHITA STATE
UNIVERSITY

ACADEMIC AFFAIRS
AND RESEARCH

Office of the Provost
and Vice President

University Assessment Committee
Minutes
March 9, 2011

Members Present: Elaine Bernstorf (Fine Arts), Jim Clark (Business), Nancy Deyoe (Library), Joseph Wei-Cheng Mau (Education), Rick Muma, (Academic Affairs), Eunice Myers (LAS), Steve Skinner (Engineering).

Member Absent: Betty Elder (Health Professions)

Graduate School Representative: Abu Masud

Others Present: Alicia Huckstadt (representing Health Professions)

1. Follow-up from last meeting

- UG Exit Survey: An updated version of the survey was distributed. Recommendations were made for the next revision. A suggestion was made to pilot the survey with a small group of undergraduate students prior to implementation. AAR has agreed to move this forward (in an online completion format). The plan is to convert the Graduate School survey to an online format at the same time. Rick Muma will work on the next version with a goal to have it available for student use by fall 2011. The Deans will be asked for input from Department Chairs prior to implementation. The committee will be kept apprised as this project moves forward.
- Voluntary System of Accountability (for College Portrait Web page):
<http://www.collegeportraits.org/KS/WSU>
Donna Hawley presented two items for discussion. The first was a VSA requirement to ask UGs, upon graduation, about their future plans. It was suggested that instead of IR requesting this information, it should be incorporated into the Exit Surveys when available. The second item related to a requirement to have a brief description of the overall WSU (student) experience available on the Web site (above). NSSE has a document for this purpose, which is customized based on WSU's latest NSSE data. At issue, should we use this document, or something else? The document was distributed and noted to be based on freshman data. The committee would like to see the senior data, as this might be a better reflection of student engagement. Donna will bring the senior data to the next meeting for a comparison. At the next meeting, a recommendation will be made (in regard to the NSSE document or something else) to the Provost for a final decision.
- HLC: A timeline was distributed for the planning of WSU's next accreditation reaffirmation (during the AY 2016-2017). More information will be forthcoming from the President and Provost.
- NSSE/FSSE Administration: NSSE is currently being administered to WSU students. To date, ~1,200 have responded (which corresponds to a 26% response rate). Students will

have until March 29, 2011 to respond. FSSE will be sent to faculty via email (with link) starting on March 29, 2011 and they will have until the middle of April to respond.

2. Foresight 2020: The Foresight 2020 priority matrix was circulated for input. This document was developed in AAR to assess WSU's current initiatives addressing each goal/objective, identify areas where initiatives should be developed, and basically identify priorities. Members were encouraged to circulate in their units for feedback.
3. Performance Agreements: A dashboard was distributed for informational purposes, which illustrates WSU's 2010 performance. Members were encouraged to circulate in their units, especially in those units who have performance agreement responsibilities, to discuss the 2010 results and plans to improve results as appropriate (for 2011).
4. Upcoming Assessment Activities: Refer to agenda items above and the February 9, 2011 minutes for information on the following.
 - NSSE/FSSE
 - CLA 2011-2012 AY
 - Undergraduate exit survey
 - Assessment symposia
 - Assessment factoids
5. Next Meeting: April 27, 2011, 10:30 am (room TBD)



WICHITA STATE
UNIVERSITY

ACADEMIC AFFAIRS
AND RESEARCH

Office of the Provost
and Vice President

University Assessment Committee
Minutes
April 27, 2011
Morrison Hall Board Room

Members Present: Elaine Bernstorf (Fine Arts), Jim Clark (Business), Nancy Deyoe (Library), Betty Elder (Health professions), Donna Hawley (IR), Joseph Wei-Cheng Mau (Education), Rick Muma, (Academic Affairs), Eunice Myers (LAS), Steve Skinner (Engineering).

Graduate School Representative: Abu Masud

1. Follow-up from last meeting

- VSA: Donna Hawley presented a document developed for College Portrait (a link located on WSU's home page) that summarized the undergraduate student academic experience (using NSSE data). After Faculty Senate input, it was decided to pull out the most relevant items as reported by NSSE and compare student experiences as perceived by freshman and seniors. Donna would be interested in feedback on the document, including any links to WSU Websites that may help to further describe the WSU undergraduate experience.
- HLC: Rick Muma presented updated information on HLC's new accreditation pathway; WSU will transition into beginning in the 2012/2013 academic year. He circulated an updated timeline developed by HLC. Discussion also centered on the establishment of an HLC Work Group to be in place by early fall 2011. A group of approximately 10 individuals (from various University constituencies) will be appointed with the task of working on the necessary materials needed for WSU's next accreditation reaffirmation visit (2016/2017).
- Foresight 2020: Rick Muma circulated a document that was prepared for the Kansas Board of Regents which maps out WSU's current plans for assessing student learning (as related to Foresight 2020). This document, and the WSU Foresight 2020 Priority Matrix, will be used as overall assessment plans. Both documents will be populated with existing data and converted into a dashboard that will represent baseline activity and progress toward established goals. In the future, this committee (along with other appropriate groups) will evaluate these data and make recommendations for improvement.

2. Upcoming assessment activities

- NSSE/FSSE: The 2011 NSSE/FSSE data collection is winding down and should be complete by the end of April. So far there's a 33% response rate for students (the raw numbers reflect a 40% increase over the last administration) and a 40% response rate for faculty. Data will be available August 2011.

- CLA: A University-wide administration will be conducted during the 2011/2012 academic year and be coordinated out of Academic Affairs. More information to follow at a later date.
 - Undergraduate and graduate exit surveys: Plans are underway to conduct both surveys online beginning fall 2011. More information to follow at a later date.
 - Assessment symposia: These symposia will resume in fall 2011 and focus on best practices in assessment. A schedule will be developed at the next meeting.
3. Future meeting: August 19, 2011, room TBA.



WICHITA STATE
UNIVERSITY

ACADEMIC AFFAIRS
AND RESEARCH

Office of the Provost

University Assessment Committee
Minutes
August 19, 2011
Morrison Hall Board Room

Members Present: Stephen Arnold (Health Professions), Elaine Bernstorf (Fine Arts), Nancy Deyoe (Library), Donna Hawley (IR), Joseph Wei-Cheng Mau (Education), Rick Muma, (Academic Affairs), Eunice Myers (LAS).

Graduate School Representative: Abu Masud

1. Follow-up from last meeting

- HLC: – Rick Muma circulated a list of University faculty/staff who have agreed to serve on the HLC workgroup, which will prepare WSU for the accreditation reaffirmation visit in 2016-2017. The Workgroup will travel to St. Louis for a meeting on the new accreditation process/criteria September 15, 2011. A timeline for the next accreditation review was also circulated.
- Foresight 2020: A review of the Foresight 2020 dashboards was started by the committee, but due to time constraints it was decided to postpone until the next meeting. In the meantime, members will review on their own and bring forward any questions, comments, etc.
- NSSE/FSSE: 2011 NSSE and FSSE results have been delivered to WSU. Donna Hawley has agreed to present the results to the University community on October 26, 2011 (during an assessment symposium). The Committee will ask symposium participants to provide ideas for improving student engagement, based on the data presented.

2. Upcoming assessment activities

- CLA 2011-2012 AY: The CLA will be administered this year on a University-wide basis, starting September 26th and ending on October 31st (freshmen only).
 - i. Recruiting 100 FT/FT freshmen (completed \leq 30 hours) this fall
 - ii. Recruiting 100 exiting students (starting in the spring)
- Undergraduate and graduate exit surveys: David Wright updated the Committee on the status of the online UG and GR exit surveys. Both surveys are linked to completion of the Application for Degree Card (AFD – also online). The GR exit survey has been launched with little difficulties. The UG survey will be launched in late August. Training has occurred for advisors/record managers in all colleges, who will be primarily responsible for implementing this project. By the end of August, all students completing

an AFD will do so online (along with the exit survey). Eventually exit survey data will be available to members of the faculty and administration for assessment purposes through Reporting Services at the university, college, and program level. A discussion on how the reports will be arranged and who will be given access will occur at an upcoming meeting.

- Undergraduate and graduate alumni surveys: Rick Muma circulated drafts of the UG and GR alumni surveys. As mentioned in previous meetings, a University-wide alumni survey will be conducted on those students who completed the exit survey (and gave WSU permission to send them an alumni survey via email) six months after graduation. These drafts were based on best practices, a review of other university alumni surveys, and the current employment survey conducted by WSU Career Services. The committee reviewed the drafts and provided feedback. Rick Muma asked each committee member to circulate the drafts to chairs, faculty, and appropriate staff in their college/unit for feedback. Feedback will be due to Rick Muma by mid-September.
- Program review: Academic programs due for KBOR Program Review in 2011 will be evaluated by the University Program Review Committee in late September/early October. Those programs due for review in 2012 will be invited to an information session in November.

3. Assessment symposia: The following have been scheduled for the upcoming academic year.

Assessment Symposia Schedule (each occur from 11:30-1:00 pm)

Month	Date	Topic	Presenter
October	October 26, 2011	NSSE/FSSE Results	Donna Hawley
November	November 10, 2011	HLC/Program Review	Rick Muma
February	TBD	Assessment Best Practices in Departments	TBD
April	TBD	WSU Learning Outcome Dashboard	Rick Muma

4. Future meeting: September 26, 2011, 10:00-11:30 am, Morrison Hall Board Room.



**WICHITA STATE
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**ACADEMIC AFFAIRS
AND RESEARCH**

*Office of the Provost
and Vice President*

University Assessment Committee
Minutes
September 26, 2011
Morrison Hall Board Room

Members Present: Stephen Arnold (Health Professions), Elaine Bernstorf (Fine Arts), Donna Hawley (IR), Joseph Wei-Cheng Mau (Education), Rick Muma, (Academic Affairs) , Steven Skinner (Engineering)
Graduate School Representative: Abu Masud

- Follow-up from last meeting
 - a. HLC – Rick Muma announced the HLC Work Group attended an HLC training session on September 15, 2011 (in St. Louis). The Work Group will begin monthly meetings in October to begin planning out their work schedule.
- Upcoming/ongoing assessment activities
 - a. CLA 2011-2012 AY – started September 26th, ends October 31st
 - i. Recruiting 100 FT/FT freshmen this fall
 - ii. Recruiting 100 exiting students (starting in the spring)
 - b. Program review – 2011/2012 reviews start on October 6, 2011
- Foresight 2020 – The Committee members reviewed the 2020 dashboards and made comments, mostly for clarification purposes. Committee members were directed to take the dashboards back to their units and ask for review by faculty/staff. Any comments/suggestions for improvement initiatives should be forwarded to Rick Muma.
- Upcoming Assessment Symposia

Assessment Symposia Schedule (each occur from 11:30-1:00 pm)

Month	Date	Topic	Presenter
October	October 26, 2011	NSSE/FSSE Results	Donna Hawley
November	November 10, 2011	HLC/Program Review	Rick Muma
February	TBD	Assessment Best Practices in Departments	TBD
April	TBD	WSU Learning Outcome Dashboard	Rick Muma

- Future meeting: Thursday, November 17, 2011, 10:00 am-11:30 am, Morrison Hall Board Room



**WICHITA STATE
UNIVERSITY**

**ACADEMIC AFFAIRS
AND RESEARCH**

Office of the Provost

University Assessment Committee
Minutes
November 17, 2011
Morrison Hall Board Room

Members Present: Stephen Arnold (Health Professions), Jim Clark (Business), Nancy Deyoe (Library), Donna Hawley (IR), Joseph Wei-Cheng Mau (Education), Eunice Myers (LAS), Rick Muma, (Academic Affairs), Steven Skinner (Engineering)

Graduate School Representative: Abu Masud

- Follow-up from last meeting
 - Foresight 2020 dashboards – Members were asked at the last meeting to bring feedback from their colleges/units regarding the dashboards. No items were brought forward.
- Assessment activities
 - CLA 2011-2012 AY – The fall administration ended October 31st
 - i. Recruited 128 FT/FT freshmen – 4 not eligible; 124 net
 - ii. Recruiting 100 exiting students (starting spring 2012)
 - Program Review – 2011/2012 reviews ended November 9, 2011
 - i. Meetings with the department chairs/deans and the Program Review Committee occurred on November 10, 2011 to provide clarification and answer questions regarding feedback given by the Committee.
 - ii. Rick Muma will be preparing the final Program Review report for the Committee and the Provost, which is due on February 15, 2012 (to the Kansas Board of Regents).
- Feedback from NSSE/FSSE presentation
 - Feedback – A summary of the feedback was circulated for discussion. Most of the feedback centered on providing more opportunities for targeted advising, increasing faculty/student interaction, student participation in UG research, and service or experiential learning. It was decided after reviewing the feedback, the Committee should offer an assessment symposium on best practices to increase student engagement (as a way to start the discussion on campus [see below]).
- Upcoming Assessment Symposia

Proposed Assessment Symposia Schedule (each occur from 11:30-1:00 pm)

Month	Date	Topic	Proposed Presenters
February – 2012	TBD	Assessment Best Practices in Departments	Kathy Coufal – CSD Darren Defrain – English Carolyn Shaw – Political Science
March – 2012	TBD	Using Evidence-Based Practices to Improve Operations	David Wright AAR/Admissions
April – 2012	TBD	Student Engagement Best Practices	Natalie Grant – SW Eunice Myers – LAS/MCLL

- Future meeting: A meeting will be set after the spring 2012 semester starts.



WICHITA STATE
UNIVERSITY

ACADEMIC AFFAIRS
AND RESEARCH

Office of the Provost

University Assessment Committee
Minutes
May 2, 2012
Morrison Hall Board Room

Members Present: Elaine Bernstorf (Fine Arts), Jim Clark (Business), Nancy Deyoe (Library), Donna Hawley (IR), Mary Koehn (Health Professions), Joseph Wei-Cheng Mau (Education), Eunice Myers (LAS), Rick Muma, (Academic Affairs), Steven Skinner (Engineering)
Graduate School Representative: Abu Masud

- HLC quality improvement proposal
 - Members discussed a draft of the HLC quality improvement proposal sent to them earlier. Items mentioned, that should be considered by the HLC Work Group before submitting to HLC for approval, include:
 - i. Strengthen goal three on transfer students, since this is the majority of WSU students.
 - ii. Consider adding qualitative measures (e.g., focus groups) in terms of student satisfaction and reasons why students transfer.
 - Members were to solicit feedback from their units and send to Rick Muma via email (prior to September 1, 2012).
- Assessment activities
 - Performance agreement
 - i. Dashboard for CYs 2010 and 2011: Members reviewed the latest results submitted and accepted by KBOR, May 2012.
 - ii. Proposed performance agreement contract for CYs 2013-2015: Members reviewed and provided feedback on a proposed agreement that will utilize a new performance agreement model based on Foresight 2020.
 - iii. General education outcomes: Rick Muma informed the Committee of a new process he has worked out with the Faculty Senate President (Skinner) and Chair of the General Education Committee (Rillema) that will be utilized starting next academic year to review assessment data for the newly approved general education outcomes.
 - 1. Annually, the Associate Provost for Assessment (currently Rick Muma) will provide all available assessment data collected (in terms of the general education outcomes) by the University to the General Education Committee.
 - 2. The Associate Provost for Assessment and the General Education Committee Members will review the data.

3. The General Education Committee Members will evaluate the data and provide a report with recommendations for improvement to the full Senate.
 4. The Senate will review and formalize any changes that are needed in the general education curriculum.
- iv. 2011-2012 Assessment Symposia: Members reviewed the past year's symposia and provided feedback on topics needed for the upcoming academic year. The schedule will be formalized during the next meeting (fall 2012).
 - v. NSSE and CLA: NSSE will be administered spring 2013. CLA will be administered fall 2012 and spring 2013 as a University-wide sample and a separate engineering sample.
- Future meeting: A meeting will be set after the fall 2012 semester starts.



WICHITA STATE
UNIVERSITY

ACADEMIC AFFAIRS
AND RESEARCH

Office of the Provost
and Vice President

University Assessment Committee
Minutes
October 1, 2012
Morrison Hall Board Room

Members Present: Jim Clark (Business), Donna Hawley (IR), Mary Koehn (Health Professions), Shirley Lefever-Davis (Education), Eunice Myers (LAS), Rick Muma, (Academic Affairs), Steven Skinner (Engineering)

Graduate School Representative: Abu Masud

- Assessment symposia topics for 2012-2013 AY
 - Members suggested various topics which are outlined on the worksheet below. Rick Muma will assure that they are scheduled and marketed throughout the campus.
- Current and upcoming assessment activities
 - NSSE – spring 2013 administration
 - i. Members provided input regarding the customization of the survey.
 - CLA – 2012-2013 AY
 - i. Rick Muma updated the members as to the status of the current administration. Engineering is being tested in a separate cohort.
 1. Completing – Engineering freshmen cohort early October.
 2. Recruitment/testing – University freshmen cohort through November 2, 2012.
 - Program review – 2012-2013
 - i. Rick Muma reported that Program Review Committee reviews started on September 28, 2012 and will conclude on October 30, 2012. Meetings will occur with department/deans (if needed for clarification) in November prior to finalizing the report. A final report will be prepared in December/January for the Regents.
 - 2011-2012 exit survey results
 - i. The results of the 2011-2012 AY year exit survey have been tallied and circulated to deans, chairs, and other units on campus for review and use. An assessment symposium will be scheduled in November to discuss the results and possible uses, e.g., for improvement purposes.

- Follow-up from last meeting
 - HLC QI project
 - i. The final version of the HLC QI proposal (i.e., Graduation Partnership) was circulated. It has been submitted to HLC for review and approval. Once approval is obtained, the University will start using it as a basis to evaluate the Graduation Partnership.
 - 2013-2015 performance agreement contract
 - i. A new Performance Agreement was submitted to the Regents for review and approval. It will be reviewed during the November KBOR meeting and, if approved, we will implement it beginning in CY 2013.
 - Updated student learning dashboard
 - i. A new version of the student learning dashboard was circulated with most items now populated. The faculty will utilize the data presented in the dashboard to evaluate the General Education program (for improvement purposes), in spring 2013. This will occur annually each spring.
- Future meetings
 - No additional meetings were scheduled this fall. Our next meeting will occur next spring.

Assessment Symposia Schedule (each occur from 11:30-1:00 pm)

Month	Date	Topic	Presenter
November	Nov 28, 2012	2011-2012 AY Exit Survey	David Wright Tiffany Franks Rick Muma
February	TBD	Developing and Assessing Service Learning Curricula	TBA
April	TBD	Program Assessment Best Practices	TBA



WICHITA STATE
UNIVERSITY

ACADEMIC AFFAIRS
AND RESEARCH

Office of the Provost
and Vice President

University Assessment Committee
Minutes
April 11, 2013
Morrison Hall Board Room

Members Present: Elaine Bernstorf (Fine Arts), Nancy Deyoe (Library), Mary Koehn (Health Professions), Shirley Lefever-Davis (Education), Eunice Myers (LAS), Rick Muma, (Academic Affairs), Steven Skinner (Engineering), David Wright (OPA)

Graduate School Representative: Absent

- Current assessment activities
 - NSSE – spring 2013 administration
 - i. Finished collecting data – report to follow in August
 - CLA
 - i. 2012-2013 AY – In process
 - 1. Completed – Engineering senior cohort
 - 2. Finishing recruitment/testing – University senior cohort
- Performance agreement final report (2010-2012)
 - The final report (as accepted by KBOR) was presented to the committee to circulate to their units. The report can be found at the following link:
<http://webs.wichita.edu/?u=academicaffairs&p=/PerformanceAgreements/2010to2012>
- Assessment of the general education program
 - A draft summary of the General Education Committee's assessment of the general education program was circulated for comment. The report can be found at the following link:
<http://webs.wichita.edu/?u=GENERALEDUCATION&p=/Originals0808/Tracking/>
- HLC QI project dashboard

A draft of the HLC QI project (Graduation Partnership) dashboard was circulated and discussed. The HLC Workgroup has developed the dashboard as a mechanism to review outcome data for the Graduation Partnership. The dashboard will assist the University in determining how well the QI project is being delivered, whether it is changing student behavior, the overall outcome of the project, its impact, and whether changes should be made. The committee provided feedback, which will be taken back to the HLC Workgroup for consideration.
- Service-Learning
 - During the fall 2012 and spring 2013 semesters, a group of faculty and staff met to develop a plan to centralize service-learning on campus. The plan has been finalized and submitted to President Bardo for consideration. The plan was distributed to Committee members.
- Future meetings
 - TBD, fall 2013 semester



University Assessment Committee
Minutes
October 19, 2015
Morrison Hall 109 Conference Room

Members Present: Steve Arnold (Health Professions), Elaine Bernstorf (Fine Arts), Jim Clark (Business), Nancy Deyoe (Library), Chuck Koeber (LAS), Rick Muma (Academic Affairs), Steven Skinner (Engineering), Clay Stoldt (Education) Absent: David Wright (OPA)
Graduate School Representative: Absent

- Rick Muma discussed assessment activities since the last meeting. For the past two years, the assessment committee activities were temporarily taken over by the HLC Workgroup (the appointed group assigned to write the assurance argument), as there was overlap in membership and activities. Now that the HLC Workgroup is nearing its completion of the assurance argument and related activities, the University Assessment Committee will start meeting again (a minimum of once a semester).
- A list of assessment symposia the Committee has sponsored over the last 2 years can be found at the following website: http://webs.wichita.edu/?u=shockerassessment&p=/assess_symp/
- The committee discussed and provided feedback on:
 - Assessment of the general education program
 - i. A summary of the latest General Education Committee's assessment of the general education program was distributed for comment. No changes were recommended. The report can be found at the following link: <http://webs.wichita.edu/?u=GENERALEDUCATION&p=/Originals0808/Tracking/>
 - Program review annual report
 - i. Summaries of the last 4 years of program reviews were distributed and discussed. It was noted that programs were improving over time in terms of their ability to follow assessment best practices. The reports can be found at the following link: http://webs.wichita.edu/?u=shockerassessment&p=/kbor_prog_rev_11_12/
 - HLC QI project dashboard
 - i. The latest HLC QI project (Graduation Partnership) dashboard was circulated and discussed. The HLC Workgroup continues to update the dashboard as a mechanism to review outcome data for the Graduation Partnership. The dashboard assists the University in determining how well the QI project is being delivered, whether it is changing student behavior, the overall outcome of the project, its impact, and whether changes should be made. Outcomes indicate the project is on track in terms of its delivery and retention rates are improving. No further recommendations were made. The report can be found at the following link: http://webs.wichita.edu/?u=wsuhlc&p=/quality_initiative/
- HLC Assurance Argument – for WSU accreditation reaffirmation visit in 2016
 - i. Rick Muma distributed a draft of the HLC assurance argument for comment. A mock site visit will occur November 16-17, 2015 in an effort to receive feedback on the

argument. The committee members are expected to review the document and participate in the mock visit.

- Future meetings
 - TBD, spring 2015 semester



University Assessment Committee
Minutes
August 19, 2016
Morrison Hall 109 Conference Room

Members Present: Steve Arnold (Health Professions), Elaine Bernstorf (Fine Arts), Jim Clark (Business), Nancy Deyoe (Library), Chuck Koeber (LAS), Rick Muma (Academic Affairs), Christine Schneikart-Luebbe (Student Affairs), Steven Skinner (Engineering), Clay Stoldt (Education)
Graduate School Representative: Absent

- The main purpose of the meeting was to discuss the upcoming HLC accreditation visit, October 10-11, 2016.
- The committee discussed and provided feedback on:
 - Assessment system document found at the following link:
<http://webs.wichita.edu/depttools/depttoolsmemberfiles/shockerassessment/WSUAssessmentPlan5-15-14rev922016.pdf>
 - It was recommended to clarify how student affairs assessment activities would be reviewed
- HLC Assurance Argument
 - Rick Muma distributed a new draft of the HLC assurance argument for comment. The committee members are expected to review the document and provide feedback prior to the next meeting on September 13, 2016.
 - Rick also distributed a FAQ on accreditation as well as potential questions members should be prepared to answer at the actual site visit. The Committee will review the questions at the next meeting.
- Future meeting
 - September 13, 2016, 2:30-4:00 pm, MH 109 conference room