Academic Assessment Committee

Date: 1/20/2015	Time: 4:00-5:00	Room: A701	Note taker: L. Campbell
Committee Members:			

Linda Becerra	Present ☒	Isiah Brown	Present ☒	Lea Campbell-chair	Present ☒	Travis Crone	Present ☒
Michael Duncan	Present ☒	Jerry Johnson (conflicting meeting)	Present ☐	Laura Mitchell	Present ☒	Beverly Rowe (conflicting meeting)	Present ☐
Clete Snell	Present ☒	Faiza Khoja	Present ☐	Deborah Shelly	Present ☐	Angela Koponen (on leave)	Present ☐
Melissa Hovsepian	Present ☒	David Ryden (CHSS)	Present ☒				

Agenda:

I.   **Minutes:** Approval of the minutes for 12/3/2014 will be shifted to the 2/5/2015 meeting. Once approved, minutes will be posted on the committee's webpage: http://www.uhd.edu/committees/

II.   **2013-2014 Assessment Reports:** Lea Campbell reported that the College of Business (with the exception of the MBA), the College of Humanities and Social Sciences, and University College have submitted the 2013-2014 program assessment reports to the Office of Academic Assessment. Natural Sciences has also submitted their reports. These reports are being entered into TracDat and Lea will be contacting FAC's for help in locating any missing documentation.

Linda Becerra will check on the Mathematics and Statistics reports. The Criminal Justice and Social Work programs have submitted their reports to the chair. Clete Snell will follow up on those. Laura Mitchell reported that the Urban Education reports should be finalized by Friday.

UHD will include assessment reports from 2010-2011 through 2013-2014 in the 2015 SACS Compliance Certification report. The Provost has scheduled a mock site visit for March 5

with Dr. Charles Taylor, UHD's SACS vice president. A preliminary compliance report will go to Dr. Taylor early February.   The Office of Academic Assessment will not have time to format all the 2013-2014 reports prior to that first deadline so efforts are being made to have reports available for at least one program in every department, including examples of Masters programs. In addition, it will be helpful to include examples of new programs to document how UHD implements assessment and continuous improvement in new degrees. So far, the following reports have been prepared:

COB-MSME-Security Management

COB-FACIS-Accounting

CHSS-Social Sciences-History

CHSS-Social Sciences-Philosophy

CHSS-English-MARC

CHSS-BAFA

UC-BS-ISS (UHD largest number of graduates are produce in this program)

UC-BAAS-AA

The Faculty Assessment Coordinators recommended that the following programs also be included:

COB-MMBA-Marketing or Management

CHSS-English-Professional Writing

CHSS-Psychology – this program has begun to disaggregate findings from both online and face-to-face learners

CST-CS&E-CIET

CST-NS – several good options – Lea will check with Jerry Johnson for his recommendation.

CST-M&S-BA/BS Mathematics

CPS-CJ-BS-Criminal Justice

CPS-CJ-MS-Criminal Justice

CPS-UE-BA-IS

The committee discussed how degree concentrations needed to be assessed. A strategy for creating assessment processes in the degrees which have a secondary education concentration (History, Math, English & Biology/Physical Sciences) may be to use the program assessment data as documentation of discipline content knowledge and use the TEA teacher licensing tests to document that these students success in mastering the pedagogical and discipline content needed to become a licensed teacher. Lea will check with the data analyst in Urban Ed to see if it will be possible to track secondary education students within the TEA data.

III.   **Online Policy:** The Academic Assessment Committee has been asked for input on program assessment language for the new online policy. Lea drafted some language for the Faculty Assessment Coordinators to respond to (see attachment to minutes). Travis Crone provided some written notes/questions that Lea will forward to the committee working on the policy.

The committee had questions about the correct wording of 30-hour residency as stated in the draft online policy and about how "Office of the Provost" was different from "Academic Affairs" in regards to responsible parties as described in the draft online policy. Lea said she would pass those concerns on to committee drafting the online policy.

Overall, the Faculty Assessment Coordinators were supportive of draft language with two exceptions:

1.   *3.4.1: Program faculty will disaggregate program assessment data for undergraduate degree programs by mode of instruction one the total number of graduates completing 50% of their UHD coursework, beyond the common core, online reaches 20 graduates during an academic year.*
The Faculty Assessment Coordinators felt that the language was somewhat vague in terms of which courses counted in the 50% (just the discipline courses or all course beyond the core). In some programs, such as those in the College of Business, take all their upper division courses within the College of Business. Students in other

degrees such as History, take history courses as well as courses out of other disciplines such as philosophy. How that 50% is calculated may need to be negotiated on a program by program basis. Lea will check with IR to see how the university is currently running reports which indicate what programs have reached that 50% threshold.

2. *3.4.3 Interventions to improve student learning and program effectiveness will be implemented in both online and face-to-face aspects of the program.*
    The Faculty Assessment Coordinators felt the language in this section may cause difficulties if, for example, students in one mode of instruction met the success criterion while students in the other mode of instruction did not meet the criterion. Lea said she would redraft the language for 3.4.3.

IV.   **Assessment Report Rubric:** Each year, the Academic Assessment Committee evaluates the academic assessment program reports using the Assessment Report Rubric. The group will begin that process with the 2013-2014 reports, beginning with the next meeting. In the interim, Lea will provide the committee with the current rubric to determine is any changes need to be made.

V.   **Next meeting:**
February 5, 2015; 1-2pm, A701

VI.   **Adjourn**

Action Items:	Responsible Party
Provide updates on outstanding 2013-2014 assessment reports	Linda Becerra-Math and Statistics Laura Mitchell – Urban Ed Clete Snell-Criminal Justice & Social Work
Solicit input from faculty on how best to handle degrees with secondary education concentrations and whether or not TEA data would be available for majors with a concentration in secondary education.	David Ryden, Mike Duncan, Laura Mitchell and Linda Becerra. Lea Campbell with check with the UE analyst and talk with Jerry Johnson about the Biology/Physical Science concentration on secondary education.

Solicit input from Jerry Johnson on which of the NS programs should be included in the early submission of the SACS Compliance Certification.	Lea Campbell
Pass recommendations on the Online Policy to the drafting committee.	Lea Campbell
Redraft section 3.4.3	Lea Campbell
Forward the Academic Assessment Committee a copy of the Assessment Report Rubric for review.	Lea Campbell

Approved: 2/5/2015

Attachment: Draft Program Assessment Language for Online Policy:

3.3   Degree and Certificate Programs Offered Online

3.3.1   Programs offered online will be consistent with the role and mission of University of Houston-Downtown and the offering units and will be approved through the usual curriculum approval process. There will be no distinction between programs offered online and those offered in a face-to-face format. Unless otherwise provided, all policies, standards, and guidelines for on-campus instruction apply to programs delivered online.

3.3.2   Selection of programs to be offered online is the purview of the appropriate academic unit (departments and colleges), which will provide faculty oversight of the program to ensure currency of the program, its courses, and resources. Each program will result in learning outcomes appropriate to the rigor and breadth of the degree awarded.

3.3.3   Once implemented, the offering academic units and the university commit to ongoing support, both financial and technical, and to the continuation of the program for a period of time sufficient to enable admitted students to complete the program as long as financially feasible.

3.3.4   Online degree and certificate programs will conduct program-assessment of student learning as outlined in the Academic Assessment Policy 3.A.31
http://www.uhd.edu/about/hr/PS03A31.pdf.

3.3.5   If University of Houston-Downtown offers a degree or certificate in both a fully face-to-face format and a fully online format, both formats will adopt the same program learning outcomes and comparable assessment strategies.

3.3.6   Undergraduate degree programs require a minimum of a 2.0 cumulative grade point average for graduation. In certain programs, the GPA may be required to be higher and in all cases it is consistent with courses taught face to face or online. The last thirty hours will be in residence.

3.3.7   Graduate degree programs require a minimum grade point average of 3.0 on all   courses appearing on the student's degree plan.

3.4 Partially Online Degrees and Certificates

3.4.1   Program faculty will disaggregate program assessment data for undergraduate degree programs by mode of instruction once the total number of graduates completing 50 percent of their UHD coursework, beyond the common core, online reaches 20 graduates during an academic year.

3.4.2   Program faculty will disaggregate program assessment data for graduate degree programs by mode of instruction once the total number of graduates. completing 50 percent of their UHD graduate coursework online reaches 10 graduates during an academic year.

3.4.3   Interventions to improve student learning and program effectiveness will be implemented in both online and face-to-face aspects of the program