Assessment Input Group Monday, June 21, 2021 3:30 pm to 5:00 pm **Meeting Notes**		

Present	Not Present	Guests
Dr. Pranesh Aswath Dr. Jeanean Boyd Dr. Candice Calhoun-Butts Dr. Ann Cavallo Dr. Rebekah Chojnacki Dr. Andrew Clark Dr. Sergio Espinosa Katie Hageman Dr. Joe Jackson Dr. Jorge Jaramillo Dr. Douglas Klahr Dr. Cynthia Koomey Dr. Rebecca Lewis Dr. Roger Meiners Dr. Vicky Morris-Dueer Dr. Doris Navarro Dr. Lynn Peterson Liz Richter Dr. Les Riding-in Dr. Amber Smallwood Dr. Diane Waryas Hughey Dr. Debra Woody	Molly Albart Shanna Banda Dr. Dan Cavanagh Dr. James Grover Dr. Timothy Henry Greg Hladik Dr. Laura Mydlarz Sarah Sarraj Dr. Toni Sol Barbara Ward	Arnita Williams

Call to Order	Meeting called to order at 3:38 pm by Dr. Rebecca Lewis

Agenda Item	Comments	Recommendations/ Actions/Follow-up
Welcome	• Dr. Rebecca Lewis welcomed and thanked everyone for joining the meeting. She then turned the meeting over to Dr. Diane Waryas Hughey.	
Assessment Updates	Dr. Diane Waryas Hughey provided Assessment Updates. UEP Biennial End User Survey • Dr. Diane Waryas Hughey discussed the highlights of the UEP Biennial End User Survey. The survey was administered to all the primary UEP contacts as well as AIG members. The results were fairly like 2019 in theme and so this year as with 2019, these results were predominantly reported by participants to be used to improve curriculum, curriculum delivery to prepare self-studies and program review, and to prepare for any manner of external reports. External reports such as credit program	

accreditation certification, industry certification, credentialing, etc. We did see more emphasis in the 2019 report results focused on operational and programmed programmatic use of the results. Use of the results for improvement in those areas was a result of a heavier representation from the administrative departments in 2019. Also, it's interesting that, just like in 2019 respondents, this time around are indicating that only some of the department or program faculty or staff are involved with assessments, so we're not really seeing any increase in the number of representatives involved with assessment. We always try to encourage that we see some changing of hands.

- We asked the respondents to indicate what's going to help them to be more effective with their student learning outcomes and with their UEP work. The top three answers include:
  o More information about practices or programs like their programs or departments at other institutions.
  o More information about assessment tools and approaches.
  o More help with assessment tools and approaches from IER.
- We are trying to make the resource section of the website a little bit more robust as well. IER welcomes any ideas that you may have. The open-ended feedback is very positive about the assistance received on assessment and all manners of assessment related types of topics. The use of MS Teams has been efficient in completing UEPs, getting questions answered and providing more hands on with the UEP work. We're going to continue to be looking at ways we can help provide access to more on campus assistance. If there are any specific question not mentioned, please send an email to Dr. Waryas Hughey.

UEP Calendar

- Dr. Waryas Hughey discussed the UEP Calendar. A few years ago, the due dates were updated. All units are on an Annual Cycle where Academics have results from the prior year and plans for the next year due June 1st under the current schedule and Administrative Units have their plans for the subsequent year as well as results for the prior year due September 1st. This is because they tend to more heavily rely on data from this summer with their various programming. It seems to have been working okay for the Administrative side, but for Academics we've been getting feedback that it's very difficult for them because everything is due at the same time; so close to grades being completed, close to graduation and close to the start of summer term. The upside to the updated due dates is Academic Units are using their results data to plan their plans. They are being planful and purposeful and trying to determine what moves they want to make next, and it seems like that is increasingly occurring. Feedback from Academic Units indicates that it would be very helpful to have the due date switched from June 1st to June 30th, because that would give them a better cushion with everything happening to complete their results reports and submit those. Dr. Waryas Hughey would like to make this change effective and request feedback from the AIG. Dr. Douglas Clark believes this is a good move. Based on no voiced objection, IER will go ahead and proceed with the change.

	Assessment Awards	
	• Dr. Waryas Hughey discussed the Assessment awards. Nomination requests for the outstanding assessment practitioner awards were requested and the nominations have closed. She is in the process of getting the group of raters together for this year. We do have faculty and staff nominees for this year. We are planning to have the Annual Assessment Recognition event in late September. We are discussing the logistics and whether the event will be in person or totally online. We had an excellent turn out last year, about 100 people attended the event. Dr. Waryas Hughey extended a thank you to all who nominated individuals and stated we're looking forward to the event again this year. Core Curriculum • Dr. Waryas Hughey stated that we have received data from this spring as well as a series of new student samples. We're in the process of processing those and getting those ready to use. The goal is to run scoring days hopefully in person on campus before fall term begins. It seems we have the support of prior raters and we're processing through the student samples to make sure we have the adequate amount and that they're ready to go. Currently working out some logistical details and will keep the group updated on that.	
Course Evaluations and Surveys	Dr. Doris Navarro provided Survey updates. QuestionPro Users Group • The QuestionPro Users group has been meeting since January every other month. We have had three meeting thus far and the next meeting is in July. During the meetings we basically discuss any issues that the power users and their colleagues are having with the software. The issues are then brought to the QuestionPro Representative. So far, QuestionPro Technical Support has been very responsive to our inquiries. Student Feedback Survey (SFS) • The administration of the SFS for summer 2021 started May 26th. The Dynamic and Regular classes are being administered throughout the term. The 11W and 14W courses surveys will be deployed on August 5th and will close on August 12th. • We have also been working with the Digital Measures team with their upload of Smart Evals SFS data into Digital Measures. The data for Fall 2020 was successfully uploaded. We are looking forward to them uploading the Spring 2021 data and future semesters as well. • Dr. Navarro also stated she is working closely with Dr. Aaron Brown from Academic Advising and Liz Richter from the Division of Student Success on the Drop Course Survey. We have been administering this survey as a response to a request made from our student government and this survey has been deployed since 2019 together with the end of term course evaluations. Only students who dropped around the drop date or after were being captured by this survey, so we had no data from students who	

dropped before the drop date and that's what we are working on. We are working on getting data from not just at the end of the term, but also before census date, midterm and end of term. After running into several issues with SmartEvals, we have decided we are not using SmartEvals anymore for the deployment of the Drop Course survey. We conducted a pilot this past May where we deployed the Drop Course Survey using QuestionPro. We decided that we are going to be using QuestionPro three times during fall and spring semesters to capture this data. We also noticed that QuestionPro allowed for a smoother deployment than the previous implementation through SmartEvals. Dr. Brown has been charged with the task of discussing the results we obtained from the Drop Course Survey with the colleges. He will also get some information on how we are going to use this data and how we can improve this survey.

NSSE Spring 2022
- During the Fall we will start working on planning and preparing for the administration of the NSSE 2022. We hope to deploy NSSE 2022 beginning of February.

Undergraduate Exit Survey
- The Undergraduate Exit Survey was closed in May. The results are available on SharePoint for each of the colleges. Dr. Navarro reported she just finished aggregating the results for UTA. The Deans of the colleges will be receiving an email from Dr. Navarro sometime this week with links to the data for UTA and for the colleges specifically. This semester, IER partnered with University Advancement and the Marketing department. Specifically, we had a lot of work done on social media, MyMav and Canvas. Our goal was to reach more students and get them to participate in this survey. We got an increase in participation, we had 70% of the students participating in comparison to 60% in spring 2020. We also noted that the number of students dropping the survey without completing it is much higher than previous administrations. For instance, spring 2021, 47% of the students started the survey but didn't complete it in comparison to 15% for spring 2020. It's unclear for us why this is happening. We are expecting that future data will bring more clarity and will help us make the necessary adjustments to the survey. We have a new exit survey going out beginning of July for summer 2021.
- Dr. Rebecca Lewis addressed how we're deploying the Undergraduate Exit Survey. The initial invitation for the survey goes out from Enrollment Management basically from their graduation information email account and then after the initial email, IER sends reminders from a different email account. We have worked with Enrollment Management to allow us to send the reminders from the graduation information email account, so there will be one single email account. It also means if students completed this survey after the first invitation, they won't get a reminder if they've already done it. Only those students who haven't completed it will get the reminder. We hope that the consistency will have some impact on the response rate.

	Graduate Exit Survey – Dr. Raymond "Joe" Jackson/Dr. Rebecca Lewis
	
	• Dr. Lewis reported that progress is being made regarding the Graduate Exit Survey and asked Dr. Joe Jackson to provide updates.
	• Dr. Jackson states that the Graduate Assembly has identified a fairly, good working model from UCLA, an exit survey that's designed principally to address masters' student populations. It does some things that are highly appreciated by a subcommittee that was charged with studying alternatives amongst them a special emphasis on:
	   o How students feel that the degree prepared them for career opportunities?
	   o How much has your graduate education contributed to your prospects for either employment or success?
	• There are some features in the UCLA approach that we'll probably carry forward and will be modifying them to suit UTA concerns. There's some discussion about trying to get a core set of questions that are broadly applicable across the university and then looking into providing colleges and departments opportunities to tailor it to some of their more specific questions as a branch off the main survey.
	• We're working now to try to pull together enough of the Graduate Assemblies Subcommittee that's been charged with advancing this survey to meet during the summer. Certainly, it's going to be a big agenda item in fall, regardless of the progress that we make this summer.	

Questions / Additional Discussions	• Dr. Douglas Klahr asked Dr. Navarro a question regarding her discussion on the completion rate of the Undergraduate Exit Survey. Is the completion rate based upon total responses vs. completed responses or the number of views? • Dr. Klahr is curious to know if Dr. Navarro noticed an increased number of views and if there is a shorter attention span or just fatigue. Also, if anyone has a theory on what's happening or why this is happening. • Dr. Navarro offered that it is possibly student fatigue since students are doing basically everything online right now. The survey is long, and she is working on the layout of the survey to make it more appealing and easier to flow right. • Dr. Klahr also asked if we have any way of tracking what devices students are using to complete the survey. Are students using their phones, laptop or a PC? Dr. Navarro does not have any data on the types of devices students are using to complete the surveys; however, this is a good question for QuestionPro to see if there is a way for us to track the devices that are being used. QuestionPro does have a way to send student's a text message through their phones. • Dr. Lewis thanked Dr. Klahr for the questions and asked if anyone else had any questions, comments or points of discussions for the group. • Dr. Lewis thanked the AIG for their time and feedback.	

Adjourn	Meeting adjourned at 3:30 p.m. by Dr. Lewis