

## **Program Review and Assessment Committee**

**Thursday, May 8, 2003**

1:30-3:00 p.m., UL1126

Joyce Mac Kinnon, Chair

Karen Johnson, Recorder

### **AGENDA –**

1. Approval of April Minutes (attached) .....J. Mac Kinnon
2. Format of Annual PRAC Reports ..... T. Banta
3. Update on ePortfolio, including AAC&U Summer Institute.....S. Kahn
4. Discussion Group Report on Assessment .....D. Boland
5. Grant Sub-Committee Report..... S. Baker \*
6. Program Review Reflection..... John Parrish-Sprowl
7. Dates for PRAC Meetings During 2003-04 .....J. Mac Kinnon
8. Adjournment .....J. Mac Kinnon

### **MINUTES –**

Present: S. Baker, T. Banta, K. Black, D. Boland, P. Boruff-Jones, C. Dobbs, E. Gonzalez, L. Haas, M. Hansen, L. Houser, K. Johnson, S. Kahn, L. Kasper, J. Mac Kinnon, H. Mzumara, M. Plummer, I. Queiro-Tajalli, K. Rome, E. Sener, C. Souch, R. Vertner, A. Wilson, C. Yokomoto

#### **Introduction and Approval of Minutes**

The meeting was called to order by Joyce Mac Kinnon.  
The minutes of the April meeting were approved as written.

#### **Format of Annual PRAC Reports**

Trudy Banta discussed the formats for the on-going annual PRAC reports. While units that have not fully prepared their basic grids will continue to work on those, units that have completed that phase of the assessment project will be able to move to a variety of forms based on the unit mission. The next generation assessment form focuses on impact and is simpler. It can be more general, focusing on goals, actions, changes, and impacts.

#### **Update on ePortfolio and AAC&U Summer Institute**

Susan Kahn followed with an update on the student electronic portfolio and the AAC&U Greater Expectations Summer Institute. The ePortfolio has grown since its last incarnation, and Sharon Hamilton will send copies of it electronically to all of the PRAC members. The new version eliminates the lists of courses in favor of lists of kinds of assignments. The chairs of the different PUL groups will be meeting soon to make the

document more consistent in its focus. In August, a day-long meeting is planned to be led by Marcia Baxter Magolda and to focus on prompts for student reflective writing. Meanwhile, a proposal has been submitted for a grant from the allocated tuition dollars fund.

Later in the summer, representatives from IUPUI will attend the AAC&U Greater Expectations Summer Institute to work on the ePortfolio. They will focus primarily on developing an action plan with an annotated timeline, but they will also consider larger questions, such as how to motivate students, how to evaluate the ePortfolio itself, and how to find out what deans and other unit heads want to learn from the Portfolio data.

## Discussion Group Report on Assessment

Donna Boland presented the findings of the discussion group on assessment. The group discussions, which took place at a previous meeting, focused on the role of PRAC in the following three aspects:

1. Why should PRAC be involved in assessment?
2. How should PRAC be involved in assessment?
3. How is PRAC currently involved in assessment?

The group noted that the “why” question was of primary importance and needed to be addressed prior to discussing any continuing role that PRAC may play in assessment. The group indicated that the role of PRAC in assessment might be defined around the following needs:

- Benchmarking the level of proficiency expected of all students upon entrance to their major
- Determining if students have meet the PUL expectations and actions to be taken if students do not meet established expectations
- Establishing interfaces among IMIR assessment data and that collected by schools and departments
- Relating assessment data collected by IMIR and schools and departments to campus initiatives (example: first year learning communities)
- Analyzing a variety of assessment data according to campus standards or expectations
- Generating a set of outcomes/goals that set the context for judging the value of assessment data being collected
- Determining the relationship between the information being collected and the questions being asked by faculty and administrators at the campus, school, department, and program levels

For PRAC to continue to evolve in the area of assessment, the following recommendations were made:

- ❖ Clarify the role of PRAC within the campus structure
- ❖ Strengthen the linkage of PRAC to campus faculty governance
- ❖ PRAC should evolve to become a more outcome-oriented committee, which would require transitioning from a committee that has focused primarily on process related to assessment

Contributions that PRAC can make in the area of assessment include:

- Central listing site for strategies that schools and departments have used that have been successful
- PRAC consultation group that has various recognized expertise in assessment
- Inventory of problems/challenges schools have faced in dealing with assessment issues and strategies for problem resolution
- Information packages for all new PRAC members regarding the importance of assessment and the role of PRAC in assessment

- Tutorial for faculty wishing to know more about assessment and the role of PRAC in assessment
- Dissemination of information related to assessment for the purpose of faculty development in this area.

The participants of the discussion group currently see PRAC as a forum for exchange of ideas that representatives can take back to their schools.

### **Grant Sub-Committee Report**

Sarah Baker presented the report for the Grants subcommittee, whose members are Baker, Black, Pike, Stanton, Wilson, and Yokomoto. The committee made the following suggestions for revision of the grant process.

1. Increase awareness of PRAC Grant availability (example: print information in OPD booklet).
2. Change funding to a maximum of \$2,500 for any individual proposal.
3. Modify assessment grant approval process:
  - Subcommittee evaluates proposal and makes recommendation;
  - Proposal distributed via listserv;
  - Allow PRAC membership five day comment period;
  - If majority supports proposal, proposal granted;
  - Report at next scheduled PRAC meeting of subcommittee action.
4. Approve Guidelines for the Development and Submission of Assessment Project Proposals (attachment to 5/8/03 agenda).
5. Provide online sample(s) of successful PRAC Assessment Projects that have gained funding.
6. Track previous PRAC Grants: name; title; department; contact information; amount awarded; report on file; outcomes (publications/presentations). Provide information online.

### **Program Review Reflection**

John Parrish-Sprowl presented a Program Review Reflection on behalf of the School of Liberal Arts Department of Communication Studies, of which he is chair. Their Review took place in 1996-1997, and their Review Team visited in February 1997. At that time, the Department had twelve faculty members, eight tenured or tenure-track and four lecturers. The Department as a whole was experiencing low morale because the theatre component had been disbanded. Thus, the Review helped the department reflect and renew its sense of contribution to the University; the Review Team affirmed this sense and saw new directions for the Department, so that they were energized by the process. Moreover, a decision was made to extend the search for a new chair, and Parrish-Sprowl was hired in the Spring of 2002. The Department sent copies of the Program Review to all of the final candidates for the chair as an introduction to the Department, and he reported that he found this extremely useful as a “disclosive process.”

The Review Team’s major suggestions were that the Department should restructure its curriculum, hire more research-oriented faculty, revitalize its research mission, develop a community-based advisory board and design and implement a MA program. So far, the community advisory board has not been finalized, because the department needed to

make more community connections and to establish a solid research focus while keeping quality of teaching as a central focus. In this last area, encouraged by the Review Team and the review process, the Department has had outstanding success: the number of publications is rising, as is the number of internal grants, and the number of conference presentations has “sky-rocketed.” Now the Department has twenty-one faculty members, including ten tenured and tenure-track and eleven lecturers (who are also engaged in scholarship). Further, they have developed many new linked courses, and their teaching awards indicate that their focus on teaching has not deteriorated. Overall, Parrish-Sprowl noted, the Program Review made it quicker and easier for him to effect cultural change as an outside chair.

### **Adjournment**

After a discussion of the 2003-2004 PRAC meeting times, which are set for Thursday afternoons from 1:30-3:00, the meeting was adjourned.