

Office of Assessment Retreat

Committee: OAC-CAO

August 12, 2016

Working Session 1 Worksheet

1. To What degree do the committee mission/goals/objectives align with those of the Office of Assessment?

We support the OoA by helping to developing a culture of assessment across our areas. We educate the community on assessment to promote assessment within co-curricular, admin, and operations.

2. List the activities of the committee over the past year:

- Scored 33 assessment reports
- Awarded/recognized the top assessments
- Read *Assessment Reconsidered* and discussed the role of assessment in higher education (who does assessment, how you conduct assessment, what kinds of data you can collect)
- Welcomed a guest speaker from IRB
- Redesigned the scoring rubric
- Hosted a norming session prior to scoring
- Members attended the Assignment Design Symposium
- Reviewed assessment websites (to be continued!)
- Presented an annual report to UOAC

3. What were the outcomes of these activities? How did they impact the campus community?

Committee members learned more about assessment; in scoring the assessments we were able to provide feedback to different departments on campus (for continued improvements in their departments); we recognized good assessment work across campus.

4. Where is there room for your committee to improve its effectiveness? Its practice?

We want to increase the number of assessments submitted in our areas and to increase awareness of assessment.

5. What did you learn over the past year? How will you use this information in the coming year?

We need to have a better understanding of the quality of the assessment reports (right now we know quantity but have no measure of quality); the individual organizations that we represent do a lot of assessment but don't have the language that they need to write their assessment reports (need more education in assessment – language is a barrier to understanding assessment); think of assessment as program review (assess/review your organization's programs and events).

We will use this information in thinking about our goals for the coming year. Assessment 101 could be a goal for the new year. (Maybe David could help with this?)

Working Session 2 Worksheet

1. Desired outcome(s): What do you want to be the result of your activities for 2016-17?

- The community will have a better understanding of assessment (increased knowledge of assessment)
- The community will have increased knowledge of WEAVE (although we recognize this is less important)
- More assessments submitted
- Identify benchmarks so we can measure improvements (the quality of assessments should improve)
- Celebrate/recognize assessment work (not just the very best)

2. What activities will you engage in and/or facilitate to achieve these outcomes/results?

- Assessment 101 course (at the Teaching Academy) geared towards non-academic areas. Committee members can also provide individual help to areas in need “train the trainers.”
- Update the OAC-CAO website to include:
 - Contact information for committee members. (Who do you call when you need help with your assessment? With WEAVE?)
 - Living dashboard of assessment progress. This could be driven by a game/competition or badging
 - FAQ
 - An info graphic or something that helps our departments complete their assessments
- Newsletter (Office of Assessment) – highlight departments that do good assessment or that conduct a lot of assessment, provide tips for good assessment (best practices)
- WEAVE progress bar: visually represent how many departments have completed assessments or how far along individual programs are in completing their assessment.

3. List at least 3 obstacles you will face:

- Time (of committee members)
- Resources (do we have the skills/resources we need to do these things?)
- Training
- No formal assessment requirement for our areas

4. What strategies will you use to overcome or avoid identified potential or existing obstacles?

- Time management (planning ahead)
- Communicate with the Office of Assessment
 - Put David on the agenda each month to briefly discuss what’s going on in assessment more generally
- Marketing strategies (hotline, abcd)
- Transparency to stakeholders

5. SMART Outcomes: Specific Measurable, Action-Oriented, Realistic, Time-Framed

- Increase the number of people trained in assessment in 2016-2017.

6. What are your needs to accomplish this work?

- Need buy-in from VPs
- Need to delegate tasks
- Need participation from committee members
- Need to set goals and identify the goals of the groups we represent
- Support from the Office of Assessment

7. How will your committee be accountable for making progress toward achieving these outcomes?

- Report on progress during monthly meetings (1 minute status reports?)
- Keep track of who is attending and participating. If you cannot attend the meeting, you need to send a representative from your department.
- Talk to David about membership. Maybe we need another representative from SAEM?