

**PROVOST'S ADVISORY COMMITTEE *for* LEARNING OUTCOMES ASSESSMENT
(PACLOA)
College Assessment Representatives Sub-Committee**

**EMERGENCY MEETING
April 6, 2020 | 1:00 – 2:00 PM | Via Zoom**

The express purpose of this meeting was to discuss flexibility regarding documentation of 2019-20 AY program assessment reports in light of the current disruptions and uncertainties surrounding the COVID-19 virus.

MINUTES

College Assessment Representatives Present: Jennifer Kisamore (OU-Tulsa), Leehu Loon (Architecture), Adrian Fung (Fine Arts), Afshin Marashi (International Studies), Aiyana Henry (Education), Jensen Moore (Journalism & Mass Communication), Kathyne Roden (Law), Michael Markham (Arts and Sciences), Petra Klein (Atmospheric & Geographic Sciences), Murray Tabb (law), Gail Mullins (Law).

Others: Felix Wao (Subcommittee Chair – Academic Assessment), Jihee Hwang (Academic Assessment).

1. **2019-20 AY Assessment Reports:** Due to the current challenges/disruptions, members were invited to discuss and determine flexibility regarding documentation of the 2019-20 AY assessment reports in the context of one or a combination of the following options.

OPTION 1: Maintain the usual reporting expectations of documentation of assessment activities for the 2019-20 AY.

OPTION 2: Ask departments to report only what they are able to report.

OPTION 3: Instead of options (1) or (2), send a short survey to all faculty in each department seeking information on:

- What worked well and challenges they faced as a result of the transition to 100% online instruction and assessments (including activities of the theses/dissertation committees)
- Effects of the current disruption on fully online instruction and assessments.
- What would have been done to make the teaching, learning and assessment experience better?

OPTION 4: Suspend program assessment reports for the 2019-20 AY. Then, in Sept. 2021, expect assessment reports to include 2019-20 AY and 2020-21 AY assessment activities in a single report for each program.

OPTION 5: A combination of any of the above.

Decisions Regarding the above options

After discussions, it was agreed that Options 2, 3, and 4 could all be adopted. In the end, there was a unanimous agreement that we should adopt **Option 4** as it would benefit most Colleges – suspending program assessment reports for the 2019-20 AY and, instead, requesting programs to submit a two-year report in September 2021. Further, members recommended that, along with Option 4, **Option 3** (deploying a brief survey to faculty and students) would provide valuable information regarding faculty and student experiences resulting from the University-wide transition to 100% online teaching, learning and assessment. The survey will be deployed to all faculty and students at the beginning of Fall 2020 (or as soon as the situation gets better and we're back to campus). Results of the survey will be disaggregated by college and department so they can be discussed and embedded in the two-year assessment reports due in September 2021. The Office of Academic Assessment will develop items for the survey, deploy the survey, prepare reports and disseminate findings.

Besides the above, members also agreed that **Option 2** offers flexibility for programs that are or will be ready to submit their 2019-20 AY assessment reports. Since TracDat is active and operational 24/7, it was determined that any program intending to submit assessment reports for 2019-20 AY should do so if they choose to. This will be particularly very helpful as it may help enhance assessment-related documentation for programs with specialized accreditation.

In light of the above decisions, Felix will seek clarification from the Provost's Office regarding assessment funds which are normally transferred to departments/schools at the end of the calendar year.

- 2. Certificate Programs:** The Higher Learning Commission (HLC) recently confirmed that all certificate programs must be assessed. To address this requirement, the Office of Academic Assessment will begin working with all departments beginning Fall 2020 (or once the current situation gets better and we're back on campus) to develop annual reports similar to those of the degree programs. All departments with undergraduate and/or graduate certificate programs will be contacted to provide names of faculty who will be charged with coordinating assessment of the certificate programs.

The meeting adjourned at 2:00pm.