

Notes - Academic Assessment Council
Thursday, October 4, 2018, 10:00 a.m., AD 317

Present: Krista Prock, Anne Zayaitz, Carole Wells, Karen Rauch, Greg Shelley, John Ward, Anne Carroll, Denise Bosler, George Sirkos, Diane King, Mary Eicholtz, Gil Clary, Michelle Kiec, Jonathan Kremser, Natalie Snow

Prock has met with most departments in LAS and VPA, and has received good feedback.

It was asked if we should invite Linda Suskie back for another visit. If yes, what would we want her to discuss? Discussion followed. If we want her to review the report, then Suskie will recommend someone to do that. Wells was asked if someone else would be useful to come and assist us with the report. She will notify us.

Middle States will keep checking to make sure we are sustaining the assessment culture and striving to improve systematically. We have had feedback about the workshops we have done. We will also need to show decisions are being made based on the assessment work being performed. Perhaps an external reviewer can assess the AAC.

2017-2018 Assessment Report: Was shared with the SPRC. Report is being posted with a note that it is being reviewed by the SPRC.

General Studies: Rauch met with some of the General Studies Committee, and they are going to develop SLO's – communication, critical thinking and one on integrated learning. Who would do the assessment? It must be done by faculty and not Rauch. No curriculum map can be made. Someone has to track the students and coordinate the students. Discussion followed. All of the students are in CLAS. We would need a representative from each college to review and assess General Studies. Communication, critical thinking and integrated learning, but where to find information to evaluate this? Prock reached out to Bloomsburg, and asked how they handle this. We can gather information about the program. The CLAS Assessment Committee can form a sub-set of their Committee to take on this work. This would be program focused and not individual focused.

SharePoint site: Beginning October 16th, programs will start entering information. The site is under development. The GA's will upload the information.

Artifacts: SLO's should be included in the undergraduate catalog. October 15th is the deadline for submitting SLO's. An updated catalog will be published shortly. It will contain policies, course descriptions, and SLO's. It is noted catalogs are subject to change. Discussion followed.

The AAC will form groups of three people to review materials for SharePoint. Prock will circulate the list. King will act as the faculty resource person.

Assessment Rubrics: Prock distributed the rubric to the committee for review and comments. Discussion followed. Some departments are placing all of their courses in the curriculum map with the notation that the course could be assessed at some point. The green columns indicate *fully met*. Yellow columns indicate *developing*, and red indicate *not met*.

Rubrics and criteria of success: not fully complete by Prock. Discussion followed. Prock will revise based on discussion and then distribute to the committee. By November 15, AAC to provide feedback on revised SLO's and curriculum maps.

December 15 AAC will provide feedback on rubrics. We will provide to the deans the deans will meet with program as soon as possible.

Assessment action on rubric: we need to find a way to document action and the effects of those actions. It could be an annual or semi-annual action report until the assessment actions can take place.

Minutes of faculty meetings could be a good place to see if the discussions to implement small changes in courses are being made. It could also be a standing agenda item at the department meeting. It could be part of the standing agenda item for Chairnet meetings too. Some departments are already using assessment as part of their department meetings. It could be considered to have two members of the college department chairs on the assessment committee.

Discussion ensued regarding assessment and the curricular process. Will a course going before UCC for just a course re-numbering also need to have the assessment piece.

Workshops: survey for assessment workshops can be sent electronically to those who attended.

Meeting adjourned at 10:50 am.