

Notes - Academic Assessment Council

Thursday, November 1, 2018, 9:00 a.m. – 11:00 a.m., AD 317

Present: Krista Prock, Anne Zayaitz, Carole Wells, Karen Rauch, Anne Carroll, Denise Bosler, George Sirrakos, Diane King, Mary Eicholtz, Gil Clary, Michelle Kiec, Natalie Snow, Crystal Horninger

SharePoint: Prock announced we have documents in the program already. We need to have a program level folder. Andy Mull of IT will make some changes for us to better manage this program. It was suggested to mesh department and programs, such as Physical Sciences/Marine Science.

SLOs and Curriculum Maps: We have received all as of today, and most feedback has been completed. We talked about student friendly language. Should we adjust the rubric for student-friendly language? Discussion followed. These will be made public and shared so they should be understandable by people outside a particular discipline.

Masters: It was asked how married are we to the designation of I, R and M? Some programs wanted to use I, D and M or numbers 1, 2, 3. Discussion followed. They should be consistent in terms of the big picture and so that it is understood. Prock will look at the guidelines to see if they need to be adjusted.

Assessment FAQs on the website: Prock will formulate questions. At meet and discuss, there were questions posed, and some of the questions asked can be answered by suggesting the issue be discussed with their dean. It is felt we need to look at questions that are general in nature.

November 15<sup>th</sup> deadline: The SLO page is in the process of being updated. The deadline is for rubrics.

January 22<sup>nd</sup> deadline: The workshop with Carroll and Ward will be earlier in the week of January 17<sup>th</sup>. Should two slots be planned? They are planning to use examples of data. Discussion followed. It was decided to hold the workshop on January 14, 2019 from 10 am to noon.

TracDat: Every program has space on TracDat. Many have information there, and many programs have updated their SLOs. We will archive the information in TracDat. The old information and reports would be archived, but available if necessary. 2017-18 information will be there. Prock will make a listing of program information and share with the deans.

General Studies update: It was discussed at the last CLAS assessment committee meeting. The CLAS Assessment Committee has agreed to do the assessment of student work for program assessment for General Studies.

Wells distributed information from the Honors program. Reviewed and discussed. They are unsure about SLO 1 and 2. We will discuss this at our next meeting.

GEAC: What information from their work this fall is needed for the March 1<sup>st</sup> monitoring report to Middle States? Data from the FYS this semester? Concern regarding the praise received from the Commission about the general education Redesign. Both Suskie and Corbett did recognize the work. Discussion followed. It is felt we should talk about general education and show sustainability. We can use the data information we collect. We will not be in a position to make recommendations. GEAC is looking to establish benchmarks by looking at other institutions with similar demographics. Discussion followed. An essential part of assessment is communication about the results. As we become more intentional at the end of a year, a dean's committee with a representative from the college curriculum

committee and the college assessment committee could be formed. We can use the report to extend the communication to the faculty within the college and this can be accomplished by the college representative on GEAC. We can further discuss this at a future GEAC meeting. Sirrakos indicated GEAC would like guidelines for what needs to be in the report. We will provide a document roadmap.

March 1<sup>st</sup> Monitoring Report: Wells indicated institutional assessment takes a great deal of work. The Academic Programs review schedule was distributed for review and discussion. They want all tracks and minors added to the list before it is placed on the Assessment web page. PASSHE expects each will have their own review. Discussion followed. Both charts need feedback. The information is for transparency, information and is expected by Middle States.

Wells also distributed a site visit schedule with Middle States team (Dr. Gladys Guadalupe Palma deSchrynemakers, chair) beginning March 24<sup>th</sup>. Monday morning, she will have breakfast with the President. Team meetings with the AAC at 10 am. Faculty who are involved in assessment will also meet with her. It was discussed those people would include faculty, members on college assessment committees, GEAC and department chairs.

Next meeting scheduled for November 15, 2018 at 9 am in AD 317. Meeting adjourned at 10:40 am.