

Notes - Academic Assessment Council

Thursday, February 28, 2019, 9:00 a.m. – 11:00 a.m., AD 317

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

Prock announced she's been in contact with Tom Stewart, President of APSCUF and PET chairs. She will continue to keep the line of communication open with these groups.

Update: Most program assessment plans have been received. The deans are informed about which are missing.

Monitoring Report: Wells indicated the report is complete, but we need to upload the report to Middle States. Wells will send it to Middle States as soon as possible. Middle States needs to add an area on the portal to receive the report. It will be available to the campus community once it is submitted.

Team Visit: Wells went over the team visit schedule with the Committee. Some of the rooms need to be reserved, and will be once an attendance count is confirmed. Wells is expecting the Agenda to change. On the second day, there will be an exit interview with select groups. It is not a campus-wide event.

Zayaitz, Wells, Clary and Prock have discussed having meetings to review the report so that we can prepare for the site visit. It is thought to piggyback on scheduled meetings such as Chairnet and College curriculum committee meetings. Deans can also meet with chairs to discuss the report. We want to encourage people to read the entire report or at least the sections that summarize what they have been doing. Discussion followed. Copies will be available for distribution at the Cabinet meeting next week.

Curriculum maps will be online before the site visit. The GAs have been entering material on TracDat. It was asked should we put them online and where? We will add a new item on the Assessment site. Discussion followed. The GAs may attend one of our meetings this spring to share their experiences reporting on TracDat.

2019-20 Timeline: A new timeline was distributed by Prock. In June, data information has been collected and by January data analysis. To make this sustainable, do we want to have reporting in the fall? A touchpoint in the spring and then again in June, a major report on everything that happened during the year. Discussion followed. We need a plan before the summer ~ what did we do with the data collected in the spring? We need to make the timeline simple. The assessment would be done in June for the year that just ended. This year, we will do it in January and June, but in the future in June. It is felt that each of the reports are done twice a year which will help develop a habit.

We will ask departments for a plan for next year with any changes to their plan. We need to note and keep track of any changes. TracDat will work to store, but we need a mechanism to track changes.

Prock and Clary will work with Bailey of TracDat during the next discussion about any changes and how to archive them. We need to know who in each department should have access to SharePoint. Training will be offered. Prock will work on a plan before the next meeting.

Clary reminded the Committee that in the report, we indicated we will be on a three-year cycle. Prock noted our next meeting is in three weeks due to spring break. How do we communicate with the Chairs for their report in June? We will send a reminder. It is important to roll out the 2019-20 timeline. This will allow for planning and training. We can review the timeline before distribution via email.

Workshops: Diane King developed a listing of workshops for the remainder of the spring semester. An email will be sent to faculty with this information. King is working on offering sessions to the non-faculty staff.

Next meeting is March 22, 2019.

Meeting adjourned at 10:05 am.

3/11/2019