

Notes - Academic Assessment Council
Wednesday, August 8, 2018, 10:00 – 12:00 p.m., AD 317

Present: Krista Prock, Carole Wells, Karen Rauch, Greg Shelley, John Ward, Mary Eicholtz, Anne Carroll, Denise Bosler, George Sirrakos, Diane King, Natalie Snow, Michelle Kiec

Absent: Gil Clary, Jonathon Kremser

Announcements:

MSCHE: On September 12, 2018 the Middle States liaison, Dr. Idna Corbett is visiting Kutztown. While here, she will meet with the AAC, as well as other faculty and staff. Wells and Prock requested the Council members create a list of questions for Dr. Corbett that will help Kutztown make sound decisions to make a sustained process of assessment. Prock will collect the questions and compile them for review.

Wells and Prock will arrange to have four note takers available during each session with Dr. Corbett. We will need to follow every instruction from Dr. Corbett.

We need to design an institutional plan, and need to identify an outside expert to help design this plan and consult for six months. Wells reports this is in the works. Wells sent an email to Chairnet with a [link to ...](#) the expert will guide us to an assessment plan.

It was reported by the Provost that the Council of Trustees will have a retreat, and she will present to them. She will include information about the “warning” issues from Middle States during the presentation. She reminded the Council that without regional accreditation, our students will not be eligible for financial aid, and without financial aid, we will be out of business.
September 12, 2018 visit by Dr. Idna Corbett of MSCHE.
September 14, 2018 consultation with Ms. Linda Suskie.

Prock announced the next meeting of the Council is scheduled for August 16th from 10 am to noon. If you can meet until 1 pm, we will have lunch and continue our discussions.

AAC Charge: A revised version was distributed and Prock asked for any final comments. Discussion followed.

Mary Eicholtz will finalize the GEAC annual report and send it to the Provost and AAC.

Feedback form: Discussion followed. Remove 4.4. We will accompany the feedback form with an explanation for guidance with a suggested four to ten SLO’s in order to capture the program and the assessment. But limit the number of outcomes to ten max. A few examples would be helpful.
Discussion followed.

SLO’s to review: English: Discussion followed. The language needs to be changed to words like, demonstrate, describe, develop, etc. a listing of action words can be issued to all departments whose SLO’s need adjustment. Further the SLO’s need to be separated. The question ‘how can this be assessed?’ should be asked. We can provide an example with some of their parts.

Professional Writing: Explain some of the SLO's to be clearer. We will use the feedback form with comments, and a meeting with Karen Rauch and Greg Shelley will be held with the department. The outcomes can change over time.

BFA Studio Art: The action words demonstrate a higher level of learning. It was suggested a list of action words be given to the department.

Looking at other department SLO's, it is noticed that the SLO's are not SLO's. Those departments will be counseled to make changes.

BSBA: OK.

Teacher Certification programs: They are for all ungraduated teacher candidates, and are the standards mandated by TASC standards (required by CAEP). These are national standards and should be used. Discussion followed.

Program SLO evaluations: Prock requested that one person in each sub-group reach out and organize a time to meet. They should report back to the AAC by August 24th. Each group should compile a report for the Council. For now, we are concentrating on major programs. Discussion followed.

We will ask Dr. Corbett about the *tracks*, but regardless we will still need to do SLO's for the tracks for PASSHE.

Prock and Eicholtz will find documents about writing.

Next meeting: August 16th at 10 am until 1 pm in AD317. At this meeting, we will discuss the Dean's report and the report from the Council on assessment. On September 12th, the Council meet with the Middle States representative, Dr. Corbett at a time to be determined.

Meeting adjourned at 12:00 pm.