

Assessment Council Meeting Notes

May 29, 2018

Attendance: Natalie Snow, Greg Shelley, Anne Carrol, John Ward, Carole Wells, Karen Rausch, Denise Bosler, Michele Kiec, Krista Prock, Mary Eicholtz

The meeting opened with a 10-minute presentation of Zoom Meeting Video Conferencing availability by Jim Brenneck. Future meetings may use Zoom to some extent.

Krista announced that meeting notes will be posted on D2L until or unless there is a need to make them public on the website. At that time, we'll evaluate the need for minutes rather than notes.

Krista distributed a handout that was a distillation of the suggestions that were submitted as to the tasks for the Council. It was suggested that these suggestions could be the beginning of an assessment plan. The list gravitated into three sections: 1.) SLOs, 2.) Assessment Process, and 3.) Administration. Krista also reported that SLOs from each department need to be online before the end of the summer and asked that Deans check the SLOs on the D2L site and identify any program SLOS that should not be posted. It may be possible with the new website that SLOs are part of the department websites and linked to the college and the assessment website. When SLOs are changed at one place, they would be changed at all sites.

The Provost has requested an institutional Assessment Report by September 15th. The Council discussed what that report would contain and what timeline would be necessary. A review of some sample templates was also discussed. Based on that discussion, key concerns/issues/conclusions were made:

- Use a simple template (page 3) for information about what was done in 2017-2018. Faculty are more likely to complete it.
- Perhaps also track assessment process as an indicator of progress for some departments by asking the departments to identify what they are accomplishing and where they are in the process with the message that all departments will complete the "form" in 2018-2019.
- Can the report date be mid-September for the previous academic year.
- Each department/program needs to submit an assessment plan by October 15th.
- Fall measures should be submitted by March.
- Spring measures should be submitted by? (depending on when report is due.)
- We won't know what Middle States will think is acceptable until later.

The Council reviewed and provided comments on the template and suggested that a synopsis of when each SLO is evaluated at the top of the form. It was suggested that all SLOs should be assessed at least every three years. SLOs need to connect with the Institutional SLOs which are being defined as the General Education SLOs.

Before next meeting, members were asked to review the SLOs on D2L (before June 30 is acceptable), review and make suggestions on the template (for program assessment reports), and identify questions we can ask departments that do not have active assessment plans.

The Council discussed expanding meetings to two hours during the summer and adjust the dates. New meeting dates in June and July, 10am-12pm:

June 5

June 19

July 3

July 17

July 31