Present: Pam Gladis, Matt Zabka, Jan Loft, Scott Crowell, Dwight Watson, Cindy Aamlid, Kathy Schaefer, Lori Baker, Chris J. Anderson, Linda Nelson

Absent: Diana Holmes, Joyce Hwang, Nancyruth Liebold, Raphael Onyeaghala, Nadine Schmidt

1. Review of the minutes (see attached): Thank you, Cindy

    a. Provost Watson reviewed the main items and progress from the previous meeting.

    b. Minutes approved

2. Select another minute taker – Lori Baker

3. Co-curricular Assessment – Scott

    a. Scott reported on the process of co-curricular assessment. There is a form that all of his departments use, which addresses mission, points of pride, and learning assessment pieces done during the year (for example, which outcomes addressed, methods, results), and student activities. Majority are informal assessments. They date back to 2012-2013. Even in the Student Center, the training for Student Center managers would be an example of how this is extended. Trying to pull in all departments. Working with VP Forget across areas, such as assessment in Gold Rush Days and Admissions. Another example is the review of house programming in the residence halls. It would be helpful to create a way to make these results electronic; they are searching for a method or software that would not be costly. Different programs have different types of approaches, such as a pre- and post or a reflective survey after the event; the primary goal is to capture the data in some form, whether quantitative or qualitative in approach. A possible tie-in with academics: since some professors require attendance or give extra credit, the reflections they require as evidence could be another source of data. A semester schedule in advance would be useful for faculty when planning their syllabi, but it is difficult to have defined speakers and events that far in advance. Some activities are on the SMSU calendar in advance, such as those sponsored by Student Activities.

    b. The co-curricular will be an important complement for the HLC review.

4. LEP Assessment and Catalog of Assessments – Provost Watson reviewed

    a. Alan has a catalog of assessments that we already do. There are 3 surveys we have some input on: an entry survey in the first 10 weeks (use as an early alert survey); a follow-up to the entry survey in springtime; the Graduate Exit survey.

    b. Trying to do some alignment with these surveys and the LEP SLOs. Will vet what they produced with the LEC and also with the CIA.

c. The discussion branched into connectivity across the different committees. See item 8a below.

5. Debrief of Assessment Roundtable - Pam

   a. Thanks to Pam and Betsy for working with the Academy team to pull it together. 48 participants and range of departments/programs that showed up.

   b. Thanks to Cindy and colleagues for presenting a model.

   c. Good questions during the work time, with several emails and questions that followed. Need to have the time just to talk through assessment needs and concepts. It helps to share across departments. Would help to have a specific takeaway or closure to it and/or timeline or due dates. The difficulty is that all programs are at a different place in the assessment cycle.

6. Next Steps on Assessment Academy Project

   a. Status reports have been given to programs. Program SLOs have been mapped to the LEP SLOs. Next they have to identify the assessment methods for each with timelines. The Academy team will complete a description of what is expected from programs at each step of the assessment cycle; we need to identify where each program is in the assessment cycle. What we need by the time HLC comes again is every program having moved through the full assessment cycle.

7. Assessment Coordinator/ HLC Coordinator Updates

   a. Have not been able to identify an assessment coordinator yet. Now must also identify an HLC Coordinator for the visit (Oct. 28-30, 2018). The Provost is the Accreditation Liaison Officer (ALO), but we also need an Assurance coordinator, per the HLC requirements. (The Assurance system is the new online reporting system which replaces the self-study.) The committee reviewed the draft HLC Coordinator position description; will go to Cabinet tomorrow.

8. Open discussion

   a. LEP Connectivity

      i. A three-legged stool of assessment: the LEC, the CIA, and the HLC Assessment Academy team. Need to continue to work out the synergy and connectivity between the three groups. Some overlap between the members of those committees.

      ii. There is a conduit to synergy based on the members who serve on two or three of the committees

      iii. The Assessment Coordinator will be a key link.

      iv. Report on the LEC work: the AHA reports are coming forward. If we continue with that format, it's time to start the next round. This is an example of the LEC

and HLC Assessment Academy team needing to work together to decide the next step in regard to this decision.

    v. Everyone needs to have an articulated understanding of how assessment works at SMSU and how the different groups work together. Committee members need to be ambassadors to others, to push out the articulation.

    vi. We need to also have a clear articulation of how the 7 LEP outcomes and the 10 Minnesota Transfer Curriculum (MTC) goals/areas align. There is an original alignment sheet and another one that Brett Gaul created; Brett's most current version has been updated to reflect the 7 LEP outcomes.

    vii. Each of the three groups should have a shared mindfulness of what is expected, what the goals are for university assessment, especially in regard to accreditation.

  b. Mini grants – reminder these will be due Dec. 1; please remind all areas.

  c. HLC – Date of visit will be Oct. 28-30, 2018.

  d. Other

    i. Assessment Day plans: The CIA should be planning Assessment Day – put on agenda for future meeting.

    ii. Next meeting date: possibly move the next meeting to Dec. 7, since the Undergraduate Research Conference is on Nov. 30 and Dec. 14 is a Finals day, with finals occurring at 8:00 a.m.

9. Adjourn