Assessment Academy Minutes

Wednesday September 20, 2017

4:00 PM -5:00 PM

BA 524

Members Present: Dwight Watson, Betsy Desy, Ben Anderson, Alan Matzner, Scott Crowell, Pam Gladis, and Jeff Bell


1.      **Check-ins:** Dwight is conducting a wedding in North Carolina. Ben is looking to go camping during Fall Break. Pam- life is good. Alan- going to the Husker game on Saturday. Jeff is helping on a runner's 100-mile race. Betsy- granddaughter has a 1-year-old birthday tomorrow. Scott- Laura is doing well.

2.      **Review minutes from September 6, 2017**: minutes were reviewed by Jeff Bell and no revisions were recommended.

3.      **Informational Item- Project v. 4.0**: Jeff submitted the project into the Collaboration Network system. After Bernie and Jan respond, we will give them a progress update. This may be on a phone conference. We also may be able to do this in person if we see them at the Roundtable. We all agreed that it would be helpful if they were at the roundtable.

4.      **Discuss Program Status Letter Writing Progress with CIA Liaison Team**: Jeff asked about liaison team progress. Pam- team meeting Friday morning. Ben is meeting with Chris J. Anderson next week. Alan has emailed with Nancyruth and Raphael. Jeff met with his team and the team worked on one together and then divided up the work. Scott had a question about how to communicate the process to Spanish; Dwight reported that Aimee Shouse had some ideas. Aimee and Scott have talked about the writing. It was recommended that we provide substantial encouragement at the CIA meeting tomorrow. Process question from Pam- where do the letters go? A folder was made in the Assessment Academy year 3. It was suggested that we may want to use One Drive. Pam, Jeff, and Alan will meet to discuss the file storage processes. When the letters are finalized, AAT Liaison Team Leaders need to send them to the Dean, Dept. Chair, Program Director and/or all program members.

5.      **Poster presentation/Poster template/Call for posters**: There was a consensus by the AAT that it should be made clear that the format is adjustable and the content is adjustable. The AAT suggested that these are the important things to discuss. We can use the All Chairs meeting to roll this out and we can use the CIA team members to roll this out. Jeff will adjust the call for the poster presentation and take it through the CIA.

6.      **AAT Timeline**: We could create a set of common questions to ask Departments when we are meeting with them after the status reports so that we can perform the gap analysis. We need to be able to ascertain where programs are collecting data, analyzing data, and using the data. The liaison teams will need to determine these things. We should take this to the CIA to explain the urgency of getting to the concrete stage of this process. Jeff can create a set of questions for the liaison team to interview programs. Pam- it comes down to getting the program timelines for where they are assessing. We should prioritize the programs that do not

have a timeline. Ben- We should send back out the PASL and an example timeline. Jeff could attend the chairs meeting and discuss this. Betsy suggested we could invite the chairs to come up with a solution for how each program could come up with the data that is needed. It is important to stress that these activities are vital and count towards the PDP/PDR criteria. We should find the timeline template and get the liaison team that information. Ben has an example that Jeff should obtain.

7. **February Assessment Day planning**: This agenda item was moved to the next meeting.