

## Assessment Academy Meeting Minutes

Wednesday, January 16, 2019

3:30-4:30 PM

BA 524

Present: Ben Anderson, Jeff Bell, Pam Gladis, Dwight Watson, Alan Matzner.

1. Check Ins- Theme was New Year's Resolutions (did you make one?) Dwight is focusing on quality of life, Alan- no resolution, Ben is trying to be mindful, Pam- did not make one per se but will be working on exercising during the winter, Jeff – will be trying to run 2019 miles in 2019.
2. Consent or Revision to Agenda
  - Thumbs up to agenda as presented
3. Approve 12/11 Minutes
  - Accepted as submitted.
4. Spring minute taking rotation was established: Dwight, Alan, Scott, Pam, Ben, Jeff
5. HLC Poster- Poster- can we highlight the embedded Focused Visit? This was the large component of the project and a re-telling of how this allowed us to be successful in our Focused Visit would be a good story. There is not much information on HOW to write a Focused Visit report. It may also include the distributed structure model of campus assessment (2020 HLC presentation topic). Another possibility would be to use "How Beer, Wine, and Heavy Hors D'ouvres Contributed to Campus-Wide Assessment Buy-In".
6. Update on LEC Discussion- LEC Discussion- LEP 100 meeting. A variety of campus constituents came. It was about re-vamping LEP 100. This re-opened the conversation from last fall to the student services side of the campus. Alan recommends that an outside person may need to mediate this conversation, especially in light of the enrollment consultant work going on, etc. Dwight recommends that we may want to investigate other models. Alan suggested maybe we should start from scratch. A discussion of how we should assess a first year seminar occurred. It was determined that at this point, we do not know what role assessment will play in the revision because the structure, goals, and student learning outcomes have not been established.

Project Version 7- notes: **Project Version 7.0 Update Questions**

1. *Consider the current tags associated with your project, are they still accurate? If not, modify your tags.*
2. *Have you achieved the goals outlined in recent posts? Why or why not? Most duties have been transferred over to the CIA. Most of the CIA's work plan for the year were transition items. The creation of a work plan was a helpful model in this endeavor. AAT has continued to revise the CAMP and deconstructing the RASL as a tool to gather information from programs and use the RASLs to inform programs on progress. The process has now been institutionalized and now needs refining. Fall professional development day is now a combined assessment/professional development day. We need to continue to develop processes that will allow aggregated data at the campus level that will assist programs with comparison benchmarks for student learning outcomes. In addition, we are creating professional development opportunities for the CIA members in place of changing the committee charge. The RASL template revisions are on-going.*

3. *How did you incorporate the feedback from the Mentor Consultation and previous postings? Try to capture the processes that we have for consistent messaging and the distributed model of assessment. This shaped the focused visit and was integral in its successful outcome as well as the successful outcome of the comprehensive evaluation. The consultation helped us to finalize this messaging and gave us momentum and confidence as we went into the comprehensive evaluation and focused visit. We have invited our mentor to be part of this spring's assessment day in part to validate the assessment work on our campus and also to share with our campus our success.*
4. *What tasks do you plan to accomplish in the next six months? Finalize handing over assessment roles...institutionalize the work of the academy project and the processes. Help synergize the work of the CIA and LEC in assessing the general education LEP outcomes. Assist with the professional development of the CIA members related to assessment.*
5. *What additional guidance is needed to see your project through to the end of the program? Hard cider, wine, and beer with heavy hors d'ouvres. The fly-wheel is running continuously and we have received much feedback along the way. By bringing our mentor and scholar to campus has assisted in embedding the processes. The phone calls and discussions with them has been useful. At this time, we need to visualize the finish line and have encouragement to cross it.*
6. *Now, in your final year, your team should begin to think about how your institution will continue to support and sustain improvement efforts without the structure of the Academy. What are some of your initial thoughts that your team has for continuing your momentum post-Academy? (Note: Formal sustainability planning will be facilitated at the Results Forum). This has been a goal of the project for the last academic year and the work of the team has been to institutionalize the processes through the CAMP and PALs. We have made changes to when assessment reports were due to help ease the workload of academic programs late in the academic year and this served as a good-will gesture.*
7. Other- What is the deal with needing a quarter to get a shopping cart at Aldi?
8. Adjourn
  - Meeting was adjourned at 4:29.

Minutes submitted by Jeff Bell.