

Assessment Academy Team Meeting - Minutes
11/28/2018
3:30-4:30 PM
BA 527

In attendance:
Dwight Watson
Jeff Bell
Ben Anderson
Pam Gladis
Alan Matzner
Scott Crowell

Meeting began at 3:31 PM

1. Check-In's: None
2. Approval of Revised Agenda Approved
3. Approval of 11/7/2018 Minutes Approved
4. Work Plan Progress
 - a. Reviewed updated work plan
 - b. Will need to get a poster and presentation together for the April 5-9, 2019 HLC conference.
 - c. Revision to plan – Bernie Rowan will present our progress to the SMSU campus at Assessment Day.
 - d. Note – Project version 7 request will be coming out soon.
5. Assessment Professional Development
 - a. Two opportunity (explained on the bottom of the agenda). One in Chicago in February and one in St. Paul in June.
 - i. Five people from AAT, CIA and LEC have been tentatively identified for the Chicago conference. This conference will assist the university to solidify our general education assessment.
 - ii. Names to be determined later for the St. Paul conference.
6. Assessment Day Schedule Review
 - a. Reviewed the agenda
 - b. Food discussion:
 - i. Will propose the yogurt bar for a breakfast.
 - ii. Will propose removing the sandwich bar and have lunch on your own.

- iii. Will increase the number and amount of heavy hors d'oeuvres for the reception.
 - c. For the late reception – Jeff Bell and Bill Mulso will work on the details
 - d. Cindy Aamlid has agreed to present a session on rubric development.
 - i. We increased the time for this presentation from 30 minutes to 1 hour.
 - e. Bernie Rowan will present for one hour to the group in the morning and will have three hours of individualized sessions in the afternoon.
 - f. Several changes to the agenda, primarily times and food, and will bring back to CIA at the December meeting.
- 7. Discuss How to Revise the RASL
 - a. Dwight asked the AAT to have one meeting to go through the RASL line-by-line and have a thorough discussion on the document.
 - b. The AAT will then bring the document back to the CIA.
 - c. Also, we will need to change the RASL from an EXCEL document to a Word document.
- 8. Scheduling of Spring Semester Meetings
 - a. Everyone agreed that the same day of the week and time of day will work.
 - i. Wednesdays from 3:30 – 4:30.

FYI – Dwight and Jeff will contact Bernie to discuss assessment day.

- 9. Meeting Adjourned – 4:27 P.M.

Next Meeting – December 12th. Same time and location.