

Assessment Academy Agenda

Wednesday October 4, 2017

4:00 PM -5:00 PM

BA 524

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

1. **Check-ins-** Jeff talked about his manuscript that is still in review and his training for pacing at a 100 mile race, Pam survived Homecoming and got the game she wanted at the Gala, Ben- nothing too new but he is ready for Fall Break where he will be partaking in some board games, Scott had a great Homecoming with a fun time at the Gala- he is disappointed about the quantity of mosquitos right now. Dwight phoned in to say he will try to check in but has been triple booked with meetings this afternoon.
2. **Review minutes from September 20, 2017** – Jeff Bell- We reviewed the minutes and in particular discussed the AAT timeline. It was suggested that we spend time next meeting to really get a plan together for our next steps.
3. **February Assessment Day planning-** Poster presentation details: check on printing deadlines, ask Science about using the display boards, purchase Velcro, scheduling the space for the day before so that setup can occur, check on catering for appetizers, check on beverages and liability if adult beverages served. Assessment Day- space request with scheduling for set-up. Activities: AAT suggest that we have time for programs to complete or review/revise their timelines (programs should also update their assessment tools on this document). We should ask programs to revisit their matrix forms to indicate where they assess those LEP Outcomes as a program. Update on Assessment Academy project. Jeff suggested that we ask programs to revisit their program course mapping documents and timelines to revise/update those at the same time. Update on Campus-Wide Assessment Plan. A side discussion happened about how we begin to refine and vet this plan; Desy suggested to have a discussion with President/Provost about a workgroup that would include Admin/ASF/SmSUFA at a minimum.
4. **Poster presentation/Poster template/Call for posters-** Roll out through SmSUFA email (Jeff Bell), SMSU website (Jeff Bell), chairs meetings (Dwight Watson and/or Deans), Scott Crowell's email contacts for ASF and/or all faculty/staff
5. **Discuss Program Status Letters and reporting process-** Jeff should send out the email where he asked for the letters to the AAT.
6. **Scheduling Liaison Team Meetings with Departments/Programs-** There is a desire at this time for all programs to meet with their liaison team after this round of status reports. Question- is there a format for these meetings, is there a checklist for what we should cover? Lori Baker has suggested in the past that we have a template about the discussion for consistent meeting minutes/records of the liaison teams. The template should include: program name, who was present, check boxes for what was covered, what the main discussion included, and any future plans for the program's assessment with deadlines (e.g. On January 1st, we will expect from your program the following assessment documentation _____). If a

program has completed an assessment plan and all timeline items, the program should begin again with the initial processes. Can we add to the timeline activities that we ask programs to add in where they will measure/assess LEP Outcomes in the matrix documents?