

Assessment Academy Minutes

Wednesday February 21st, 2018

4:00 PM -5:00 PM

BA 524

Members Present: Scott Crowell, Jeff Bell, Ben Anderson, Dwight C. Watson, Alan Matzner

1. Check-ins: spring break plans was the theme for check-ins,
2. Approved minutes from January 10th and 24th, 2018
3. Discussed Gap Survey: Completion Rate was only 61%. Reviewed results from the survey that Alan had compiled from Qualtrics. Lack of assessment for LEP outcomes on Physical and Social World and for Moral Judgement and Discourse. Dwight suggested that liaisons get back in contact with programs that didn't complete the survey. Jeff will compile a list of these programs and send this information to the liaisons to follow up on.
4. T Drive organization was discussed. CIA and AAT folders need to be reorganized to have assessment materials available for review. We will revisit how to best reorganize the T drive across the CIA and AAT folders.
5. Program Assessment Materials & Liaison Team Meeting Reporting Forms: everyone should have access to the folder where the Liaison Team Reporting Forms should be placed. Jeff asked that we upload a Word document or scanned version of the form for each of our programs.
6. Assessment Day Post-It Activity Results: only 2 programs identified at level 1. Several programs failed to place their post it notes. Need to try to achieve 100% reporting on this as this was a goal for the upcoming HLC visit. Dwight suggested that we try and get this information when touching base about the Gap survey. Another option would be to go back over submitted materials to gather this information.
7. Sessions for HLC Annual Conference
[https://www.eventscribe.com/2018/HLC/agenda.asp?h=Full Schedule](https://www.eventscribe.com/2018/HLC/agenda.asp?h=Full%20Schedule). Jeff asked the committee to review the events from the upcoming conference to identify any sessions that would be worth attending. We will revisit this during our next meeting in March.
8. Next steps in project: we have about a year left with the project. We'll need to institutionalize this and hand over the project to the CIA and LEC. Things to review in the future: go back over our goals and our timeline. We may need to revise this for upcoming visit. Maximize liaison team work with their programs. We'll need to roll out the RASL and provide a template for the reporting that will be due in September. Invite the PALS to one of our meeting to go over reporting, etc. Write up a description of what a PAL is responsible for during this meeting.
9. Meeting adjourned at 4:55 pm.

Minutes are respectfully submitted by: Ben Anderson