

Assessment Academy
Summer Retreat, Part II
Tuesday, July 11, 2017
1:00 – 4:00 PM
FH: 219
Minutes: Prepared by Jeff Bell
Present: Jeff Bell, Dwight Watson, Pam Gladis, Ben Anderson, Scott Crowell

Check-ins: Some concerns were expressed about the presence of each program's assessment within any given departmental report and the specificity of the assessment reports to cover the assessment of LEP SLOs.

Review minutes from June 15, 2017: We reviewed and discussed the minutes from June 15, 2017 including introductions to new members, the year 2 debriefing, a launch of the plan for year 3, retreat plans, accreditation/assessment repository and file naming, and the Mid-Point Roundtable.

Update on HLC Mid-Academy Review, October 25-27, 2017: It was determined that the correct name for this is the Mid-Point Roundtable. Scott will find out more on the registration process. An email was sent to Kim Davis at HLC to find out more information. We later discovered that it will be held October 25-27, 2017 in Oak Brook, IL and the required team size for the event is 5-8 people. There is no program fee for up to (5) participants. After the fifth registrant (6+), the program fee is \$300 per person. The team is responsible for hotel and transportation expenses. The dates are set, but registration for the Roundtable, travel arrangements, and hotel reservations are temporarily on hold until the registration window opens.

Review comments from Collaboration Network mentor and scholar: The group decided to postpone this agenda item until more consideration could be given to version 4.0. Comments made by the AA scholar and mentor were discussed briefly.

Discuss plan for reviewing Assessment Reports & Review Annual Reports: Discussion of the suitability of the departmental reports occurred. In addition, discussion of the usefulness of the spreadsheet sent-out for this activity determined that revision was needed prior to review. Furthermore, the spreadsheet did not capture all of the important information regarding the original Assessment Academy Project in as much that gap analysis could not occur under the current set-up; specifically, it did not allow team members to determine whether or not programs covered content in each of the 7 SLOs as well as the course level (i.e. 100, 200, 300, 400) they were covered. The spreadsheet also did not allow team members to determine which SLOs programs assessed and their level. Therefore, it was decided that Jeff Bell would utilize course matrix documents to create a LEP SLO count-matrix and assessment document to accompany the spreadsheet. This also, then, required the spreadsheet to be modified slightly. Both of these will eventually be used to help generate program status report letters. Jeff Bell will review one program embedded in a department annual report using the matrix and

spreadsheet to determine how we will proceed with a divide and conquer strategy for completion of this item.

Updated AY 17-18 Timeline: This item has been moved to the next part of the summer retreat's agenda.