

Assessment Academy
Summer Retreat, Part II
Wednesday, August 2nd, 2017
9:00 AM – 12:00 PM
FH: 219

Minutes: Prepared by Jeff Bell

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

Check-ins: The new library furniture has arrived, Betsy has been accepted as a NACEP reviewer, and the Provost has had a chapter received in a book. Food orders were made.

Review minutes from July 11, 2017: Minutes were reviewed and included topics such as the Collaboration Network comments from the mentor and scholar, and the difficulty we had determining how to review the departmental annual reports.

Informational Items: A) HLC Mid-Academy Review- Scott Crowell presented information on the Mid-Academy Review and discussion regarding Jeff Bell and Scott Crowell need to work with Chris Anderson to secure room reservations and register the team. The program begins at 3PM on Wednesday 3/25 and ends Friday 10/27 at noon. We will depart at 4:30 AM on Wednesday from Founder's Hall. B) Jeff Bell requested feedback from the team on the draft of the University Wide Assessment Plan. Dwight Watson requested that the new values and goals from the strategic planning processes be exchanged for the old ones in the plan. C) HLC Timeline- although this team is not directly related to the HLC Assurance Visit in 2018, the work from the AAT is critical to the visit's success. Therefore, the team was asked for feedback on the timeline. Jeff Bell and the Provost will meet with President Gores for further discussion of this item.

Letter Template for Annual Report/Program Assessment Results: It was decided to come back to this item after the discussion of the Department Annual Reports Results. Upon coming back to this item, it was decided that the status reports would be completed by 9/1/17. The AAT would ONLY write a letter to their programs regarding the assessment progress of their contribution to the LEP SLOs. Jeff Bell will lead the efforts to write letters to programs regarding their programmatic assessment efforts. A few sentences will need to be created to begin each letter and those sentences may be different depending on the level in the assessment cycle for each program reviewed.

Discussion of Assessment Reports: Some discussion of good and bad examples occurred, but this led to discussion of activating the liaison network to follow up with programs that may have performed LEP outcome assessment that did not get included in the annual reports. It became clear that we should craft professional development day and assessment day activities from the patterns of in the reports. It was reported by many members of the AAT that very few programs had an assessment timeline for the LEP SLOs as well as not having one for their programmatic SLOs. A fruitful discussion of using CIA meeting time to invite Department Chairs or Program members to meet with AAT Liaison Network members occurred towards the end.

Updated AY 17-18 Timeline – Jeff Bell asked for input on the items. He will re-order the timeline and add dates. Upon completion of this task, he will send it out via email to the AAT for further review.

Determine Fall Semester Meeting Times – It was decided that we will meet every other Wednesday from 4 to 5 PM. Calendar invites were sent out.

Assessment Day Poster Presentation Discussion – Betsy Desy presented a proposal that she and Jeff Bell developed to share assessment stories. A fruitful discussion ensued with approval of the idea by the AAT. It was recommended that language similar to the CIA Assessment Mini-Grants be used in the announcement to faculty and staff if it is approved by Administration. Due to its novel status, Jeff Bell will announce it as a possible event for Assessment Day activities at Professional Development Day. The idea of a poster template was discussed and agreed upon by the AAT as necessary. It was suggested that if a CIA Assessment Mini-Grant had been used in the past year that this be included in the poster.

Professional Development Day Update – Jeff Bell asked for input and discussion regarding the 15 minute AAT presentation to occur on Tuesday August 15, 2017 at Professional Development Day. Pam will introduce the AAT members and segue to Jeff for a brief PowerPoint presentation. We want to announce in the presentation what has been accomplished from the AAT project during the past year. Then we want to highlight what we will work on this coming year. In that we should give a brief timetable, information on the coverage of LEP SLOs and the percent of programs at each assessment level in their coverage and assessment of Program SLOs and LEP SLOs. It was recommended that Jeff and Alan should visit regarding this. Betsy suggested she may have the past year's PowerPoint and would email it to Jeff. The group encouraged Jeff to include the tagline "Make Assessment Great Again" somewhere in the presentation.