

## Assessment Academy Minutes

Wednesday September 6, 2017

4:00 PM -5:00 PM

BA 501

**Check-ins:** team members discussed some of their strengths that the others might not know.

**Review minutes from August 23, 2017:** a quick review of the previous meeting's minutes were performed.

**Info Item:** Updated Liaison Network Assignments – the team saw changes to the liaison network groups based upon changes at the CIA meeting. It was recommended that we include a date in the title of the document. This was changed. A short conversation over whether or not the teams should be titled to indicate they were teams and not simply extensions of the AAT. A response indicated that since the AAT was a temporary group that the structure would be able to be revised at the end of the AAT project. Another comment was made regarding the inclusion of the Spanish minor. Betsy suggested that it is important for programs to show that their program is working and effective.

**Mid-Point Roundtable Travel Arrangements Check-in:** Team members were asked if they had completed their room reservations. All were encouraged to complete reservations soon. The van has been rented and the team has been registered with HLC.

**Discuss Process and Timeline on Program Status Letters:** Provost Watson recommended that at the next CIA meeting the program letter be discussed and to show where the department annual reports are saved on the T: It is vital that these are completed by the end of September. The AAT member should contact their liaison network as soon as possible to schedule a work session. If all of the liaison team cannot make the session, a smaller work group is fine. Another option would be to use a “divide and conquer” approach by the liaison teams. Another suggestion was that this work might not need to happen in real time with everyone present.

**Discuss AAT Project Update (see below):** Jeff should obtain Betsy's notes and cross-reference with the original project submission goals. In addition, he should fill-in these ideas below with information provided by Provost Watson.

Midpoint-Roundtable questions:

1. *How have you incorporated the feedback from the Consolidated Response to your previous Project Update?* **We met with our scholar and mentor at the HLC Annual Conference. It was strongly recommended by our scholar that we have a campus-wide assessment plan. We have begun to codify our campus plan since this meeting. We are making more efforts to coordinate efforts with the Liberal Education**

Committee and have some “share” meetings tentatively planned. In these efforts we have formalized our HLC organization. Discuss the process of how we have reorganized the CIA meetings to include liaison team work meetings. We have been able to use the comments from our mentor to help situate the discussions of the CIA. The consolidated response suggested that we not focus on stars as exemplars for our assessment processes. We have, therefore, planned in the spring 2018 semester an assessment poster presentation.

2. *Your team has reached the midpoint in the Academy. Summarize your team’s accomplishments thus far.*
  - **Check with Betsy’s list and combine with Provost’s list.**
3. *Describe the most significant challenges and opportunities encountered in the development and initial implementation of your Academy project.*
  - **Challenges- we have problems keeping programs moving through the process of assessment; this may be related to time, expertise, campus processes, or other factors. The matrix project took much longer than expected and now that we are asking programs to provide assessment data from those learning outcome alignment. Programs have not been as successful in completing the Timelines. Some programs may be feeling assessment fatigue as they are working.**
  - **Opportunities- This project has allowed the campus to develop a shared nomenclature and common understandings/articulation around assessment. It has enhanced programmatic engagement in these processes and then gave the opportunity to get individual buy-in. In some cases, this has helped programs coordinate moving from individual course assessment into program objective assessment.**
4. *To this point, who has been engaged in the Academy process. Are there additional stakeholders who need to be included in the Academy process? How can they be engaged?*
  - **Who is engaged? Refer to organizational structure chart. AAT, upper-admin/cabinet, CIA through liaison teams, and LEC. Also, at the programmatic level, faculty are involved. Assessment Day participation and engagement shows program buy-in.**
  - **Other stakeholders? How can other stakeholders be engaged? Students are the group we need to engage most- we tried to do so with the video and we would like to recreate the video with students talking about learning outcomes and assessment of those. We need to move from assessment is being done “to” the students and instead have them be an integral part of the process.**
5. *The Midpoint Roundtable will offer an opportunity to review, refocus, and recharge the Academy team’s efforts. What particular goals does your team have for the Midpoint Roundtable?*
  - **Spend time with our liaisons, if possible, to gauge our progress and enhance our project**
  - **Meet with other programs to discuss how they overcame obstacles and discuss successes they have and be able to recreate those successes.**
  - **Use this to help us to do the gap analysis on the assessment of the LEP outcomes and not just the coverage.**
  - **Jeff should check with original submissions and add to this question!!!**