**University Learning Assessment Committee Meeting Minutes**

Location: Memorial Union: Pioneer Room

Date: 9.7.22

Time: 1:30 2:30 PM

Attendance:

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| Mr. Andrew Cutright (Interim Univ Assessment Dir), Chair  Dr. Brad Will (General Ed & AHSS Assist Dean)  Dr. Kenny Rigler (Ed Assist Dean)  Ms. Amie Wright (BE Assessment Coordinator)  Dr. Shanshan Ma (TILT)  Dr. Jennifer Bechard (HBS Assessment Coordinator)  Dr. April Park (HBS Assessment Coordinator) | Dr. Masa Watanabe (STM Asmnt Coordinator)  Ms. Shelly Gasper (Assessment Data Collection)  Dr. Kaley Klaus (Faculty Senate)  Ms. MaryAlice Wade (Library) |

Absent:

Dr. Karmen Porter (HBS Assessment Coordinator)

Ms. Karen McCullough (Student Affairs)

Dr. Jeanne Sumrall (STM Assessment Coordinator)

Hattie Lukert (Student)

**Minutes**

**Agenda Item:**

1. Introductions: who are you and whom do you represent?

**Discussion:**

All present attendees introduced themselves and outlined whom the are representing on the committee.

**Conclusion:**

NA

**Action Items:**

NA

**Agenda Item:**

1. Committee charge document and secretary election/appointment

**Discussion:**

Committee was read the formal charge document that was recently amended by the Provost and the Interim Director of University Assessment *(Andy)*. Andy provided the option for either voting, volunteering, or he offered to serve as the secretary.

**Conclusion:**

No takers from those in attendance to serve as the secretary; the committee chair will then serve as secretary.

**Action Items:**

None

**Agenda Item:**

1. Semester/Academic Year Objectives
   1. Communication
      1. Back to Colleges and Programs
      2. Assessment Reporting
         1. Timeline *(Nov 15th; will report on an ACADEMIC YEAR)*
         2. New Reporting template needed?
         3. Evaluation *(see old attached rubric, still use?)*
      3. External & Internal *(e.g. website: what is assessment at FHSU, why, and how)*
         1. Take a Look at K-State: <https://www.k-state.edu/assessment/>

**Discussion:**

1. Communication back to the College/Functional area each committee member represents needs to be improved. Andy outlined how it is every committee member’s obligation to ensure their area is made aware of what we as a committee are doing and any timelines or changes in processes surrounding University assessment.
   * + 1. It was reiterated that Program Assessment reports will be due on November 15th 2022 following the reporting of the previous Academic Year *(AY2021.2022)* assessment results. It was mentioned some programs have already submitted their reports on a calendar year but they were informed they would need to transition to an academic year reporting schedule for the next cycle. Several committee members *(April, Kaley)* asked if it was possible for the Director of Assessment to communicate directly with Chairs and Deans about the upcoming assessment reporting deadline and reporting structure *(Academic Year)*.
       2. The existing Program Assessment reporting template needs an update as several of the items *(reporting cycle, dates, Data Management Software)* are simply no longer accurate. Committee members asked if others would be willing to share their templates for other programs to use as a guide.
       3. This committee’s work will also entail putting forth candidates *(programs)* for Academic Counsel to determine winners for both ‘Advancing Assessment’ and ‘Closing of the Loop’ awards that will be honored at Spring Convocation. The last candidates *(Fall 2021)* put forth were narrowed down by this Committee’s representatives and then ultimately further narrowed-down by the VP of IEQI. Prior to Fall 2021 the committee used an evaluation rubric to assess each program’s assessment reports. Program assessment reports were loaded into a Blackboard course shell along with the evaluation rubric for committee members to assess. The question presented to the committee was: do we want to continue down that pathway this semester? There was some endorsement for the rubric utilized and a discussion that it focuses more on the ability of programs to include the items outlined in the Reporting

Template and follow a process.

1. One of the main objectives the Chair outlined he would like to achieve is better communication to both internal and external stakeholders about what assessment is, why, and how at FHSU. He believes better defining this for internal stakeholders will drive an improved understanding and culture of assessment for the University. This communication starts with everyone on this committee but can be fostered in other avenues *(Website, Leadership, Meeting with faculty/programs/departments)*. The sharing of assessment reports was once-again brought up and there seemed to be a willingness to do so as long as it was “internally” and behind a log-in wall on the website. The Chair shared his observation that many other Universities have begun making their assessment reports readily available to all who wish to view them. While discussing these items Brad brought up the need to revisit the topic the committee ended the previous academic year discussing and formulating: Strategic Planning Goal 1.1 and did the Committee and Assessment Director want to move forward with the proposed Outcomes/Strategies/Action Plans outlined? Brad made mention this would be an opportunity to potentially align resources with advancing with Goal 1 of the Strategic Plan.

**Conclusion:**

No conclusion reached by the committee on endorsing the use of the Evaluation Rubric for Program assessment reports.

**Action Items:**

Andy:

1. Will send an email to Chairs and Deans outlining the November 15th due date for program assessment reports and the reporting on an Academic Year basis.
2. Will amend the Program Assessment Reporting Template and have it available for review for the committee
3. Seek-out assistance in understanding the ability to make Assessment Reports available behind a log-in *(CAS)* on the FHSU Department of Assessment website.
4. Will send an email to Committee members that includes the Assessment Culture survey *(and results)* as well as the proposed Strategic Plan Implementation Sheet from last Spring. The Chair will share his thoughts and comfort with the plan and will solicit any feedback from the Committee. The Committee will **vote** next meeting on how to move forward.

Committee Members:

1. Review the email from the Chair referencing the Assessment Culture survey *(and results)*, the proposed Strategic Plan Implementation Sheet, and the Chair’s thoughts and comfort with the plan. Provide any feedback you may have to the email by copying all committee members. Be in a position to **vote** next meeting on how to move forward.