**University Learning Assessment Committee Meeting Minutes**

Location: Memorial Union: Calvary Room

Date: 10.5.22

Time: 1:30 2:30 PM

Attendance:

|  |  |
| --- | --- |
| 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. Masa Watanabe (STM Asmnt Coordinator)  Ms. Shelly Gasper (Assessment Data Collection)  Hannah Dechant (Student)  Ms. MaryAlice Wade (Library) |

Absent:

Dr. Karmen Porter (HBS Assessment Coordinator) Dr. Kaley Klaus (Faculty Senate)

Ms. Karen McCullough (Student Affairs) Dr. April Park (HBS Assessment Coordinator)

Dr. Jeanne Sumrall (STM Assessment Coordinator)

**Minutes**

**Agenda Item:**

1. Committee Communication back to Colleges and Departments expectation

**Discussion:**

*The committee chair reiterated the importance of communication back to the College/Area that each member of the committee is representing. This means not just the program, department, or function you may serve. In order to drive continued awareness of assessment and the value it can add to student learning we all must be disseminators of what takes place in these committee meetings and what the University is doing in terms of assessment. At a minimum, share the meeting minutes with context you provided for your given area. This is not a substitute for the Department of Assessment directly speaking with faculty, chairs, deans, staff but it certainly is a complement to those efforts. Thank you.*

**Conclusion:**

*None*

**Action Items:**

*None*

**Agenda Item:**

1. Final thoughts on Culture of Assessment survey for Strategic Planning

**Discussion:**

*Chair outlined the changes he would like to see in the updated Strategic Plan Implementation Planning Sheet (these were outlined in the email to the committee members on 9/8/2022 for reference). Committee was informed 1 member did provide some feedback on the suggestions that were taken into consideration.*

**Conclusion:**

*Hearing no further comments on suggestions/directions the Chair said we will plan on moving forward with the changes outlined in the 9/8/22 email.*

**Action Items:**

*(Andy/Brad) will work with Co-Chair of Goal 1 (Dr. Briggs) to amend the Strategic Plan Implementation Planning Sheet for action plans to drive results on the Culture of Assessment Survey.*

**Agenda Item:**

1. Program Assessment Template Update *(Approve/Disapprove)*

**Discussion:**

*Chair outlined how the Program Assessment Template was updated with feedback from Shanshan and Kaley reflecting clarification changes, formatting, and the addition of a curriculum map to the revised Template. The committee discussed if the Assessment Report Evaluation Rubric had ever been disclosed outside of this committee and it was fairly apparent it has not been. Discussion ensued as to whether providing the rubric to faculty/programs was a good idea? Most discussion circled around the thinking of ‘why not provide it’ similar to providing a rubric to students prior to providing the assignment. The Chair outlined several Deans and Chairs have asked him ‘how do you all determine the winners of the assessment awards?’ and thought it would be a step in the direction of transparency. Brad then suggested to add the rubric to the Template document at the end; by the show of head-nods most agreed with the idea.*

**Conclusion:**

*The committee Chair will update the Template to include the evaluation rubric and then distribute to the committee members.*

**Action Items:**

*(Andy) Update the Template to include the evaluation rubric*

*(Shelly) Add the updated Template along with the Rubric to the Department of Assessment’s website*

**Agenda Item:**

1. Annual Program Assessment Report Review Timeline

**Discussion:**

*Annual assessment awards (Advancing Assessment Award & Closing the Loop Award) are presented annually at the Spring Convocation ceremony and this year will be taking place on January 20th. The University Learning Assessment Committee is responsible for nominating 3 programs for each of these awards to Academic Counsel who ultimately determine the winners for each award. The Provost outlined a due date for nominations from the University Assessment Committee of January 2, 2023 so a timeline to complete the evaluations of Program Reports needed to be determined. A timeline of what was determined can be seen at the end of this report. The committee also determined that each report will have 2 reviews leaving the review count for committee members at ~11-12 reports to review each. The committee Chair outlined this year any and all feedback will be provided to each program submitting a report. In addition, to be eligible for the award and review, programs will have to submit their reports by the November 15th deadline.*

**Conclusion:**

*Please review timeline but due date for committee members to review reports is December 12th.*

**Action Items:**

*(Andy) send out timeline to committee members*

**Agenda Item:**

**Nice to do item: Reviewed K-State’s Assessment Website:** <https://www.k-state.edu/assessment/>

**Discussion:**

*Committee did have a chance to look at the assessment website of K-State University as the Chair thought that was an excellent example of a resource useful site that FHSU could emulate. The improvement of the website would be an action item of the strategic plan goal 1 and would additional help drive our metrics for increasing awareness of assessment on this campus.*

**Conclusion:**

*None*

**Action Items:**

*None*

