**University Learning Assessment Committee Meeting Minutes**

Location: Memorial Union: Pioneer Room

Date: 11.2.22

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)  Ms. Amie Wright (BE Assessment Coordinator)  Dr. Jennifer Bechard (HBS Assessment Coordinator)  Ms. Karen McCullough (Student Affairs) | Dr. Masa Watanabe (STM Asmnt Coordinator)  Ms. Shelly Gasper (Assessment Data Collection)  Hannah Dechant (Student)  Dr. Jeanne Sumrall (STM Assessment Coordinator) Dr. April Park (HBS Assessment Coordinator) |

Absent:

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

Dr. Kenny Rigler (Ed Assist Dean) Ms. MaryAlice Wade (Library)

**Minutes**

**Agenda Item:**

1. Walk Thru of Review of Annual Program Assessment Reports Process

**Discussion:**

*The program assessment report review timeline (provided at the end of this document) was once again reviewed to ensure committee members were aware of the upcoming dates. It was requested that the Interim Director email notifications to both Deans and Chairs of the upcoming assessment report deadline of November 15th. The committee then reviewed the Blackboard Organization Shell entitled ‘Assessment Committee.’ All University Assessment Committee members have been added to the Blackboard Organization and should have full access. Reviewers should expect to see All the Program Assessment Reports submitted by the Nov 15th deadline in the ‘Content’ section of organization shell. Previous year’s reports are also present in the content section so be sure to review the latest report. The evaluation of the assessment reports will take place in the ‘Grade Center’ where committee members should evaluate only the program reports highlighted as their reports to evaluate in a subsequent file that will be uploaded to the Blackboard Organization Shell once the Nov 15th deadline passes. Each committee member will be provided their ‘CMTE#’ in an email from the Interim Director which they should use as the column where they will evaluate their assigned assessment reports to evaluate. The ‘Assessment Award Rubric’ will be accessible for each assessment report to be reviewed by the committee member by simply clicking in the corresponding “Programs” row and “CMTE#” column in the gradebook by selecting the drop-down to ‘View Grade Details’ and then selecting ‘View Rubric’. Should any member need assistance in navigating this process please don’t hesitate to reach-out to the Interim Director*

*There was a question of how “winners” of awards will be determined, the conclusion was not clear but was determined we may need to determine that after-the-fact. It was brought up that the award is a minor part of this process whereas the screening of different assessment reports by this committee derives the most benefit out of this process. The benefit can be derived by “seeing what others are doing” and could allow each of us to bring those ideas and processes back to our individual programs to improve our existing processes. The Interim Director would like to provide as much transparency as possible into this process but perhaps he doesn’t have the solution as-of-yet on how to provide it. No matter the way the ultimate selection is determined the committee will be transparent in how the selections were determined. In addition, scores and the feedback provided to each program reviewed will be provided back to the program’s Dean and Chair to be shared with the program faculty. This will be the first step in ending this cycle of no feedback to programs submitting reports. The feedback will be subjective to the extent of the context provided in the program’s report and each program should review the feedback in that light.*

**Conclusion:**

*Carry out existing timeline*

**Action Items:**

1. *Send Chairs and Deans reminders of the Nov 15th Program Assessment Report Deadline*
2. *Following the passing of the Nov 15th Deadline:* 
   1. *update the BB Organization shell and notify University Learning Assessment Committee members of the ‘CMTE#’ name and the assessment reports they will be reviewing*
   2. *upload the AY2022 reports in the BB Organization shell content area*
3. *Determine a transparent path to the committee’s selection of candidates they put forth to Academic Counsel for review of award winners*

**Non-Agenda Items:**

1. KBOR Programs Document

**Discussion:**

It was shared that the Interim Director was exploring what constitutes a “program” to which we would expect an annual assessment report to be submitted. We have language in our Program Assessment Annual Report Template which alludes to a program being “Degree Program – one of the officially approved degree programs at FHSU found on the Kansas Board of Regents program inventory.” It was shared what the 82 programs outlined on KBOR’s website are and has also been added at the end of this document. At a minimum, these should be the “programs” we would expect to see assessment reports from annually but there certainly are examples where reports could be submitted in aggregate *(BA/BS for a particular program)* or could be more meaningfully segregated by other means if that is how the program derives the most meaningful from their assessment process.

**Conclusion:**

At this point I believe we need to be flexible in our process to encourage greater adoption and meaningful assessment process

**Action Items:** None



