Assessment Council Minutes
Spring, 2024

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Assessment Council Meeting Agenda
January 8th, 2024, 2:00-3:00
Campus Commons 2204

Council Members:

Chad Bebee, Assessment, Council Chair
Sonia Schaible Brandon, Office of Institutional Effectiveness and Research
Samantha Buck, Office of Assessment Graduate Assistant
Loree Crow, Undergraduate Academic Engagement
Scott Franklin, College of Natural and Health Sciences
Jenni Harding, College of Education and Behavioral Sciences
Heng-Yu Ku, College of Education and Behavioral Sciences
Keiko Krahnke, Monfort College of Business
Brianne Markowski, University Libraries
Molly Jameson, Center for the Enhancement of Teaching and Learning
Berniece Mitchell, Recording Secretary
Heidi Muller, Faculty Senate
Sally Murphy, College of Performing and Visual Arts
Erika Saunders, Office of Global Engagement
Colleen Sonnentag, Dean of Student Development
Mikay Elliot, Student Academic Success
Tara Wood, College of Humanities and Social Sciences

Agenda:

1. Welcome
2. Approval of the December meeting minutes--approved
3. Announcements
   - Chad said that Kim Black is currently hard at work on the assurance arguments (i.e., putting together statements about what we're doing that correspond to the evidence that we have gathered). Things are going well, but she does sense that there are some things that we have going on that she just doesn't have the evidence to cite yet. One of those areas is 4B and we'll be taking a look at what those criteria are soon. There is a meeting with an HLC Rep coming up and he will share the outcome of that meeting.
   - Chad let the Council know that he has had challenges with the "Outlook/Teams" calendar invites, and to solve those challenges he is going to cancel the current invite that may or may not be on your calendars and then create an entire new series of calendar entries with the hope that all of the current council (but only the current council) will see the current schedule on their calendars.
4. Old Business:
   - Co-curricular assessment update—Colleen reported.
   - Summary of audit findings—Chad presented a slide presentation which will be in the Teams folder. Chad thanked everyone for completing that work and providing him with the report.

This is going to be a valuable piece as we move forward, both for Kim for evidence, and for the Council as our work continues.

- Chad also shared, in the interest of review, the slides that he presented to Faculty Senate back in February, 2023. These slides can also be found in the Teams folder. He highlighted some points regarding Criterion 4.B as these are functionally the criteria against which we will be measured by the HLC visiting team.
- With regards to Program Assessment, Chad summarized by saying that he believes we are going to have a lot of variation to deal with; programs have individual needs, they have individual characteristics and we want to try and preserve that because we want that diversity as much as possible, but we need to demonstrate that we have a plan for learning outcomes assessment across the institution and are adhering to it in terms of our timeline and our expectations.

5. New Business:
    - Assessment professional development, resource, and infrastructure needs
    - Assessment reporting schedule, process, and templates/prompts
    - Establish Assessment Council subcommittee rosters—Chad addressed the fact that this Council has a lot of work to accomplish and a short time to get it done. As a result, he proposes that meeting as a full Council for one hour a month isn't going to be conducive to getting it done, and he doesn't feel that we all need to be in the same room together all the time as we proceed through this project. Hence, he proposes breaking the council into two subgroups. Each subgroup will deal with some of the same issues, but we have some unique challenges on both sides of the house (academic and co-curricular) so he feels it would be most efficient to split up and take them from our respective areas. Hence, he would like to schedule meetings as needed for this with the subgroups and him, at a time that works best for the individual groups.
    The tasks for each group would be to line out, "what are your challenges right now? What are some of the big things you feel you need guidance on? What would be helpful resources? What can this Council do to help your areas be successful in this? What are the minimum expectations we would expect for an assessment plan and reporting? (NOTE: We don't necessarily want to dictate to them how they have to do that; only what would or should the end result be of their process?)"
    Chad asked the subgroups to go to the Assessment page and look at the old template that is there. He knows that it needs to be revised and he needs the groups input on what needs to be changed. It should be the whole Council coming to an agreement about what our expectations are.
    We will not meet as a whole Council again until April. Hopefully by the end of March we can start putting together some documents, templates, whatever we feel is needed and maybe start thinking about larger infrastructure things that Chad can then work on during the summer.
    The subgroups will be:
        o   Academic subcommittee
        o   Co-curricular subcommittee

6. The Good of the Order

7. Adjournment

Assessment Council Meeting Minutes
February 12th, 2024, 2:00-3:00
Campus Commons 2204

Council Members:

Chad Bebee, Assessment, Council Chair
Sonia Schaible Brandon, Office of Institutional Effectiveness and Research
Loree Crow, Undergraduate Academic Engagement
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Mikay Elliot, Student Academic Success
Tara Wood, College of Humanities and Social Sciences
Erika Saunders, Office of Global Engagement
Samantha Buck, Office of Assessment Graduate Assistant

Agenda:

1. Welcome
2. Approval of the January meeting minutes—minutes approved.
3. Announcements
   - Chad is exploring with Sonia Brandon in IRES the possibility of dashboarding not only Learning Outcomes data, but tying Banner data which would give us student demographic data with things like student success data. They are also going to try to have at least one survey tool that programs can use possibly imbedded in Canvas or through Qualtrics, or both.
4. Old Business:
   - Co-curricular assessment update—no updates
   - Review of subcommittee discussions of planning timeline, requirements, and program coordination. The "Assessment Planning Standards of Practice" that Chad shared is in the Assessment Council Teams documents folder for this date.(and the video from this meeting is also in that folder).

5. New Business:
   - Plan matrix template, cover sheet, and calendar drafts (this can also be found in the Meetings folder on our Teams site and starts at 26:58 in the video). Chad asked everyone to download the template and try to use it using your program or some other program, . . . or

make one up if you would like. Then bring feedback for March meeting

The question was asked how all of this is going to be communicated to the programs. Chad said that he feels that it will require multiple modes of communication—interpersonal, the Assessment Newsletter, but we also need to set up a series of assessment planning workshops with all of the programs that are starting year one next year. We will need to communicate with the programs by the end of Spring Semester, letting them know that this will be coming in Fall.

- A-Council subcommittee meetings in March?
- Assessment PD, resource, and infrastructure needs initial discussion
- Chad and Molly are planning the Teaching and Assessment Symposium May 9 & 10/ Assessment will be the focus on Day 1. They will give an overview of the new requirements during that first day for all those who attend. There will also be recordings of each session that others can access after the fact.
  Day 2 is Teaching and Learning. The keynote will be presented by ** Singer Friedman from Wake Forest.
  More info coming soon.
- Tara asked about support for faculty who are trying to assess dual enrollment courses. Chad suggested that "this is a thorny issue". Chad asked for the opportunity to sit down and talk about this whole issue before we try to get into the weeds of figuring out how to make this assessment happen. He pointed out that this might be a compelling case that programs need coordinators with time because maybe that's part of a coordinator's job.

6. The Good of the Order – the next meeting date was brought up and it was pointed out that the regular date would fall in Spring Break. Consequently, Chad asked that everyone just send him your feedback on the "homework" he assigned (using the templates) and we'll skip the March meeting.

7. Adjournment