**Meeting Minutes: October 25, 2023**

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**Assessment Committee Meeting**

**Location: Webex**

Meeting Start: 3:00

Meeting Adjourned: 4:26

Attendance: Jennifer Ort, Becky Hall (3:04), Brian Vernon, Truman Keys, Elise Budnick, Jerry Wilcox, Julie Perrrelli (ex officio), John Osae-Kwapong, Kylie Moody

1. New Members
   * Kylie Moody has joined the committee as our student representative.
   * We are also joined by John Osae-Kwapong and Antonia Ferman, Julie Perrelli and Truman Keys
2. Accept minutes 4/10/23, May 11, 2023, & 9/13/23
   * Motion: Jerry Wilcox, Second: Brian Vernon
   * Notes on minutes: From May 11, 2023
     1. We will not conduct the NSSE and BCSSE until we receive approval because a data breach involving these companies we recently reported. The system office may no longer fund these surveys. We may need to fund these surveys NSSE)apx 1000), BCSSE (apx $5000)
     2. Jerry will send out the content of the questions from the NSSE and BCSSE surveys to the committee.
     3. Jennifer would like to put together our version of NSSE for our students going into their second year.
   * Minutes approved
3. Old Business
   * NECHE review
     1. NECHE Reflection
        1. Kimberly from NECHE asked Jennifer about how she handles her role on this committee and her responsibility
        2. At this morning NECHE exit forum it was expressed that the learning outcomes for degrees are not consistent. Some are missing, or insufficient.
        3. Brian expressed that in a future meeting we should discuss: A) our non-accredited programs are not consistent and as this relates to the assessment of these outcomes. B) how these are transmitted to the provost office is unclear and needs to be so. C) we have discussed around graduate success collection and establishing something uniform, a very concerted direct conversation about how we can do better with this data collection is needed.
        4. Truman stated that he thinks there are some departments doing the things Brian expressed concerns over well. SPS overall as a school did an amazing job as well as JLA- the extent of their data is impressive. Perhaps JLA could give a workshop on their strategies. SVPA has the most multifaceted assessment in the music department. Their assessment paints a broad but comprehensive picture. Music could also offer a helpful workshop for faculty.
        5. Elise reflected that she heard one of the reviewers mention to another that student voices were missing from our assessments. Elise suggested adding a reflection to our assessments to ensure student voice is heard.
           1. Jennifer expressed her support for these initiatives and in particular assessment of student voices. Faculty providing these workshops to faculty is likely the best course to getting by in in the assessment process.
        6. Truman highlighted that there are many practices regarding assessment that have been dismissed by faculty in some areas, but that other faculty are implementing these practices effectively and may be a tool to help other areas of the faculty.
        7. Jennifer stated that we must make sure that Student Success & Engagement learning objectives are mapped to the overall university learning objectives- we believe they are, but we should verify this and ensure it is evident.
        8. Truman expressed support for developing surveys like BCSSE and NSSE in house so we can better match these instruments to evaluate our specific learning outcomes.
           1. Jennifer expressed her support for this idea and indicated this is likely the direction we need to go.
           2. Identifying who will be responsible for this and what compensation for this work might look like. Students, faculty, or staff are the individuals this could fall under.
        9. Our priority should be to look at faculty understanding of assessment. Establishing their understanding will help us plan how we can assist faculty in aiding in the assessment process.
        10. Elise mentioned how we can ensure our trainings reach those individuals who will benefit from them. It was suggested that we attend department meetings or arrange to speak to departments. This semester we can start talking to department, then next semester we offer the workshops.
        11. Truman shared a document from Quinnipiac University, which presents their data in an appealing way and asked if we can present our data in a similar way. Our current format may not be approachable.
            1. We may want to collaborate with Marcia Firsick on this point.
            2. The committee may need to help Jerry to take the relevant data, summarize it and put it in a format that a dashboard can be built to display it in an appealing way.
            3. We can also identify peer universities and what they display on their dashboards that we find flashy or appealing and determine what data we have already and what data we need. We can then design our surveys to collect that data.
        12. The committee discussed platforms available to use to distribute surveys. It was determined we should use Forms because it is part of our Microsoft Package and settings can be adjusted to ensure it is secure and confidential.
        13. Our student survey process needs to be streamlined to create uniformity so we can aggregate and compare data across programs.
        14. John said that based on what was in the self-study and the meetings with NECHE we need to assess and strengthen data collection from student support programs. There also needs to be a uniformity to our assessment processes. The solution may be to establish commonalities that should be in all assessments while allowing programs to also include their own individualized elements. This will lead to instruments that yield uniform data for constructing a common university narrative and give programs autonomy.
        15. Kylie indicated student interest to give share their thoughts and feelings on their programs is there and that students are interested in participating in a variety of ways.
4. The following agenda items are tabled for a future meeting.
   * Submitted reports – assessment review
   * CELT training
   * Faculty survey
   * Assessment spotlights

**Motion to adjourn: Truman**

**Second: Antonia**

**Summarized Meeting Outcomes:**

* + Jerry will send out the content of the questions from the NSSE to the committee.
  + Moving forward we will use Forms to distribute our surveys.
  + Our student survey process needs to be streamlined to create uniformity so we can aggregate and compare data across programs.
  + One of our first CELT workshops should be on writing learning outcomes. Faculty from SPS (specifically JLA) and SVPA (specifically Music) should be asked to present.
  + Focus groups may be an alternative to surveys for collecting student impressions and information- although these yield predominantly qualitative data.
  + We will take a week or so from the meeting to decide what information we might want to assess in department meetings or student focus groups. Focus groups may need to be conducted by schools- certain departments who have not been active in the past should be the priority- Jennifer will create a shared TEAMs document we can use to collaborate and will set a deadline for contributions.