**Meeting Minutes: November 29, 2023**

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**Assessment Committee Meeting**

**Location: Webex**

**Attendance:** Kylie Moody, Jerry Wilcox, Antonia Ferman, Jennifer Ort, Becky Hall, Truman Keys

**Meeting Start**: 3:00 pm

Quorum not met- no votes were taken during the meeting.

1. Accept minutes October 25, 2023
   * Quorum was not met; minutes were not voted on.
2. Old Business
   * 1. Submitted reports – assessment review plan
     2. CELT training
     3. Faculty survey
     4. Assessment spotlights
3. New Business
4. Subcommittee Assessment visits and Plan for Assessment Inquiry
   * We have not heard back from the Math department, but they are in the middle of an important process.
   * We will start with Jerry and Antonia’s questions and then integrate some of Truman’s questions (a-f?) that do not get too into the in-depth aspects of assessment.
   * Becky- we should set a tome for the meetings that is supportive and collaborative.
   * Jennifer- we should emphasize the university need for a cohesive and unified assessment plan. Part of our meetings with departments should be to help departments that have weak objectives understand why assessment of outcomes is needed and the precise type of data that needs to be collected.
     1. If we can develop a tool, we can use across every department and every program assessment would be easier for all departments- the tool would help use the mapping process.
   * Becky- Did Neche mention any specific programs whose assessments were week?
     1. Jerry- they did not mention specific programs during the meeting but mentioned that non-accredited programs tended to be more likely not to have usable data/ objectives.
     2. Jennifer- after the meeting social sciences was mentioned specifically. She also said we need a standardized system of assessment across the university- the objectives should not be standardized, but the types of data collected should be standardized so they are comparable.
   * As a plan moving forward for the subcommittee, we can use Truman’s focus questions during the initial meetings with JLA and Music. For the other departments we will start with Jerry and Antonia’s questions and assess a more surface understanding of that departments current understanding of assessment and assessment process including their concerns with the assessment process are- including how they define and conceptualize assessment.
     1. Antonia will send out focus questions to the subcommittee over the weekend based on this discussion.

b. Plan for assessment inquiry

c. New information

* Antonia asked about student assessment and a discussion about that process ensued.
  + When we begin planning for student assessment some aspects we should consider are:
    - What is their understanding of assessment?
    - Do they know the purpose?
    - What assessment results are you interested in? What is meaningful to you?
  + Making assessment mapping documentation easily accessible to students
  + Students have expressed interest in assessment results for how unfilled positions in student engagement areas affect students.
    - We worked for years on university outcomes, but all services are not mapping to these developed outcomes- there is a gap between our assessment and student assessment services. We developed this, but structural changes interrupted this process. We need to take the final steps to take the 5 overall university learning outcomes and map them to all the objectives that come from student services, department, and program and assess that they are being met.
      * Truman asked if we contractually had the power to do this type of mapping when some offices are not related to curriculum.
      * Jennifer said we do because the university learning objectives are our purview. Truman expressed that is sounds like we need a college wide assessment committee of which we would be a part- it sounds like we are taking on too much responsibility.
      * It was discussed whether this committee is considered a university wide committee. We ultimately determined that it is because we report to senet which is a university senate and not simply a faculty senate.
* We discussed the challenges of developing outcomes for liberal arts programs whose goal is to create a well-rounded student in their discipline.
  + Assessments in individual courses will map to that course’s objectives but may not clearly map onto broader outcomes as easily.
* We also discussed the challenging task of collecting, analyzing, and using the data we collect.
  + Truman expressed concerns about the scope of this task.
  + Becky expressed that the mapping of non-academic offices to University outcomes should be feasible and that we may not need to do this mapping ourselves. Instead, we can reach out to the offices to have them select what outcomes are the right fit for them.

1. Next meeting – December 13 or January 31
   * Our next meeting will December 13th at 3:00 pm

Meeting Adjourned 4:37pm