**Minutes: May 22, 2024**

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**Assessment Committee Meeting**

**3:00 pm – 4:30 pm**

**Location: Webex**

**Attendees:** Becky Hall, Jennifer Ort, Jerry Wilcox, Elise Budnick, Antonia Ferman, Howell Williams (Member 24-26), Provost Hegedus

Quorum was not met. Topics below were discussed, no votes were taken.

**Meeting Start 3:08 pm**

1. Accept minutes: February 28, 2024- Tabled until Fall
2. Welcome new members
   * Howell Williams (replacing Becky)
   * Shawn McCarthy (Library)
   * Pat Cumella (SPS replacing Jennifer))
3. Update re: assessment
   * Changes will need to be made to the By-Laws to remove the reassigned time for the chair and to update membership.
     1. Jennifer will work to prepare a draft that will go out before the end of the month so we can vote and have a set of By-Laws available for the fall to be voted at senate
   * Planned committee membership in Fall: Four elected members and a student member plus John Osae-Kwapong. Antonia Ferman can stay on the committee.
     1. The chair would not have reassigned time, but would receive time back for additional time work on special assessment tasks.
4. Provost
   * The provost explained that when he came on he was told this committee may go away because we had John in his role. The provost felt that the work that needs to be done university wide on assessment is best done with a committee still in place to assist John in his role. A committee with faculty representation will best achieve the job or integrating information from inside and outside the classroom.
   * Our new format will get us to a more structured approach and get a framework in place that is yielding the effectiveness that NECHE will be looking at on their return.
   * The provost is pleased where we are at, but there is still a lot of work to be done. He sees this assessment committee as a support for John in his work that will in turn support the institutions, faculty, and student services.
   * This committee will provide support on what Gen Ed assessment looks like and help achieve a consensus within Gen Ed
   * There is also a need for assessment outside the classroom in other areas of the university related to the student experience
   * Jennifer provided an overview for the provost on our meeting during the NECHE visit and the conversation the NECHE representative had with her after that meeting. She also provided an overview of the work we did in the Fall and early Spring semesters, attending the department meetings to learn faculty perceptions.
   * Elise reported on information from a webinar that discussed the use of Chat GPT as a tool to assist in the writing goals and objectives for the purpose of assessment. She suggested this could be useful for the programs that have difficulty with this type of work.
     1. The Provost acknowledged the usefulness of this as a tool and underscored that’s this committee will be helpful in setting the framework for faculty and help with training in relevant areas.
   * Elise expressed one of the critical roles of this committee is to connect with faculty to convey assessment as a non-threatening message
5. Elect new Chair
   * Jennifer nominated Elise as the new chair of the committee. She feels Elise will work very well.
   * Elise expressed that it will be important for the chair to be a faculty member
   * The provost suggested having John as co-chair
   * Jennifer will work to make a plan so that a vote can be made in the Fall for the new chair
6. Old Business
   * 1. All old business tabled re: until a conversation can be had about the final role of committee
        1. CELT training
        2. Faculty survey
        3. Assessment spotlights
        4. Subcommittee Assessment visits
        5. Plan for assessment inquiry
        6. Confirm future schedule
7. Meeting Adjourned 3:52