**Minutes: September 13, 2023**

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**Assessment Committee Meeting**

**3:00 pm – 4:30 pm**

**Location: Webex**

**Attendance: Jennifer Ort, Truman Keys, Jerry Wilcox, Elise Budnick (left at 3:25 pm), Brian Vernon, Becky Hall**

Call to order at 3:04 pm

1. Assessment Update: NECHE in coming weeks but Missy is unsatisfied with the assessment available in Teams; Jennifer reached out to the Deans with Missy’s expectations; Deans will not have access to our Team, but their program reports will be uploaded on their behalf. Some data still missing but hopeful we’ll have that soon. Missy has access to our Teams folder. Last year we requested mapping of learning outcomes to individual programs, which has been completed.
2. Approval for minutes from 4/10/23 & May 11, 2023 tabled.
3. Old Business –
   * Assessment landing page live now and easily found with a search from WCSU homepage. We have a public folder that we need to be made available. The folder contains assessment committee meeting agendas, minutes, by-laws, learning outcomes, rubrics for learning outcomes, E-series documents, general education assessment, information for faculty about assessment, etc. We can put this public folder on the webpage
   * Faculty survey-Perhaps a conversation with CELT would be useful, instead of faculty surveys. We want to educate faculty about what assessment is. Elise talked about how a visitor came to discuss assessment for accreditation. The visit was received well by faculty. Faculty who are not involved with accredited programs may not be as comfortable with the formal assessment process as those who are. Jennifer proposed that she contact CELT and see if some education can be planned. Elise mentioned NILOA as being a good resource.
   * Discussion of our meeting times. 4th Wednesdays of the month at 3 pm may be better than 2nd Wednesday of the month
   * Brian suggested that we need to be careful with language. The word program is not equivalent to the word department. Further, the word report does not just mean the data. There needs to be some language explaining the data. Some of this is happening in annual reports, but it can be hard to find everything. Missy wants the data summarized- not just the E-series. This committee may need to work on defining expectations for reports, so that every program of study is being assessed in a consistent and regular way. Truman suggested that we consider the union contract and how this work fits. Also he suggested reassigned time be considered for such work. Jennifer will contact the Chairs of these committees (reassigned time and research grants). Jennifer also said she would look again at the role of a Department Chair, since assessment is part of the annual report.
   * Assessment spotlights- highlighting departments that are doing well with assessment. Jennifer will move forward with this. Truman suggested that each month there was a spotlight program and then at the end of the year perhaps there can be an award.
   * Membership- we are missing student membership; Becky has agreed to stay another year for MSAS since there was no other volunteers.
   * Chair position- Jennifer has agreed to stay on as the Chair of this committee
   * Brian cited the Academic Review process on page 192 in the Faculty Handbook, which states that “assessment of student learning outcomes and the program review committee should review…” which covers what we would be expecting faculty to do.
   * Truman suggested a uniform tool for assessment. Brian suggested that a capstone course would be likely place for such an assessment, but that may not capture the full assessment picture.
   * Truman suggests that if a program is trying to find a way to assess a program, waiting until Senior year to assess a capstone may not be an ideal choice. Jennifer reminded us that we have a First Year program pilot in place to help with retention (2 credit first year course that isn’t specific to a program, but instead is general information about college).
   * Is retention a program assessment? We discussed a little. Perhaps if we capture data about why people leave programs, then it could be used as assessment information. Jennifer said that in nursing, every course offers a course survey that asks students about whether course objectives have been met.

Meeting adjourned at 4:16 pm