Assessment Leadership Team Minutes
9 am, February 5, 2016,
Rankin Hall Conference Room 245

Chair: Mary Herrington-Perry (substituting for Nathan Myers)
Recorder: Shelley Arvin
Timekeeper: Chia-An Chao

Present: Shelley Arvin; Chia-An Chao; Mary Herrington-Perry; Molly Hare; Lynn Maurer
Absent: William Baker; Eric Hampton; Nathan Myers, Susan Powers; Brittany Bernard

1. ALT Minutes of 01/08/2016 were approved. (3-0-0)
2. Planning for Feb. 16th Q&A Session, February 16 (12:30-1:30 p.m.) at the Faculty Center for Teaching Excellence (FCTE)
   a. The session will provide information about assessment process and then take questions. Refreshments will be provided.
   b. Potential assessment issues that may be brought up were mentioned.
   c. How many learning goals are needed by units?
   d. CAC: How many years will be visible/accessible? Reviewers need to see some assessment history in order to keep perspective.
   e. MHP: Departments need an outcomes library and curriculum map. They need to identify outcomes assessed this year and state what to assess next year.
   f. MHP: At the next Assessment Council meeting, ask members who will be available to help with the session.
   g. MHP will be meeting next week with the College of Education. She has met with the College of Arts & Sciences. LM asked if the MHP could visit the College of Graduate and Professional Studies. MHP said it could be arranged.
3. Preliminary results of Assessment Needs Survey
   a. The survey retrieved interesting information. Members discussed how to best share the results with campus. Specific findings were noted.
   b. MH: We could summarize the data instead of sharing raw data/all comments.
   c. Q2 results determined that the first choice for professional development was for a workshop, the last choice was for a conference.
   d. CAC: Foundational Studies has an assessment committee. Chris Fischer is in charge. It may reinvent the wheel. Who calibrated the assessment artifacts?
   e. MH: Volunteers provided artifacts. People teaching those courses calibrated them.
   f. CAC: They can provide an email of the history.
   g. MHP would appreciate seeing the email.
   h. A drawing was to be held to reward a lucky academic and nonacademic respondent. The lucky unit would receive money for food and drinks for an assessment meeting.
   i. MHP: Need to attend to drawing. Could just draw the numbers from Q9.
   j. MHP asked ALT members for translations of Q9 and Q8 abbreviations she did not already know.
k. MHP will provide a one page summary of the survey results. In addition, she will let people know that the raw data is available.

4. Agenda for Full Council
   a. Q&A Session, February 16 (12:30-1:30 p.m.) at FCTE
   b. Assessment Needs Survey
   c. Nicole Bailey will attend with assessment information

5. Switch the ALT meeting to March 4 and Full Council to March 11.

6. Assessment Grant Request.
   a. Brian Bunnett retracted his grant request.