

Assessment Leadership Team Meeting Minutes

Date: February 19, 2016

Present: Brittany Bernard, Chia-An Chao, Eric Hampton, Molly Hare, Mary Herrington-Perry, Lynn Maurer, Nathan Myers.

- I. Review of February 6, 2016 minutes
Meeting minutes approved. (4-0-0)

- II. Planning 2016-2017 professional development activities
 - Top five assessment professional development (PD) topics are *simplifying assessment, designing and assessing critical thinking assignments, using assessment results to improve my teaching, developing and using rubrics*, and *learning more about assessment in my discipline/area*
 - Ideas for and discussions about assessment PD activities:
 - Invite assessment coordinators from difference colleges to lead some sessions, such as *developing and using rubrics* to make the session more discipline specific.
 - The popularity of *simplifying assessment* may be due to the desire to reduce the program reporting burdens of departments. The potential of using the new assessment learning summary form for the assurance of student learning matrix (self-study report) was discussed. Mary Herrington-Perry (MHP) will review program reporting responsibilities and identify ways to simplify the assessment process/reporting.
 - *Designing and assessing critical thinking assignments* is a current area of focus of the foundational studies assessment council. The potential of using AAC&U critical thinking rubric as a starting point was discussed. Each discipline can then adapt the rubric. Possible format of PD activity for this topic include panel discussions hosted by campus experts from different discipline areas who have experience using the rubric.
 - *Using assessment results to improve my teaching and developing and using rubrics*: possibly hosting joint PD sessions with FCTE and approaching each college to identify faculty who are experienced in developing and using rubrics.
 - *Learning more about assessment in my discipline/area*: more information is needed to determine appropriate PD activates for this topic. MHP will approach associate deans to identify specific areas in each college.
 - Assessment PD activities will begin in fall 2016.

- III. Discussion of Provost's Award(s) of Student Learning Assessment/Improvement
 - The Provost's Award(s) is a way to use Task Stream funds to recognize and reward good work in assessment.
 - Possible categories of the award: accredited and non-accredited programs; undergraduate and graduate; stages of assessment (formative, emerging, mature, exemplary); or not setting application/award category for the first annual award.
 - Also discussed were the number of awards, restrictions, methods of nomination/application, and application review process.
 - MHP shared a primary trait analysis checklist for the student learning summary report. She will develop a rubric from the checklist as the basis for reviewing the award applications.

IV. Planning for March 11 AC meeting

- Main topic of AC meeting will be planning for the assessment professional development activities for 2016-2017.
- The meeting will be held in Tirey 133F.

V. Updates from members

- Political Science department used a scaffolding approach to ease the transition to the new assessment process and to encourage faculty input.
- The first assessment Q&A session went well; 11 faculty members/staff attended.