

## Assessment Leadership Team Minutes

9 am, March 25, 2016, Rankin Hall Conference Room 245

Chair: Chia-An Chao  
Recorder: Mary Herrington-Perry (for Lynn Maurer)  
Timekeeper: Bill Baker

Members Present: Arvin, Baker, Bernard, Chao, Hare, Herrington-Perry, Myers

Members Absent: Hampton, Maurer, Powers

I. Members spent a few minutes catching up. Sadly, few of us got to vacation during the break!

II. Members reviewed the minutes from 2.19.16. Hare and Arvin moved/seconded the motion to approve the minutes. Members approved the motion unanimously.

III. Members reviewed the newest draft of the guidelines for The Provost's Award for Excellence in Academic Assessment, revised as a result of recommendations made at the 3.11.16 Assessment Council meeting. They agreed that programs included in the selection pool should be required to submit a report on how their plan to assess and improve student learning has contributed to their students' success; the report also should detail briefly how they would use the prize money to further improve student success. Herrington-Perry noted that she had omitted the requirement that winners would be required to provide a professional development activity for the campus community. She will add this to the next draft.

IV. Members reviewed the draft templates for the outcomes library and the curriculum map. (These are intended for the use of programs that have not already created these documents in Taskstream, which will not be available after March 31.) Herrington-Perry noted that the outcomes library template includes "shorthand" versions of foundational studies goals that she will share with Linda Maul for input. Chao recommended that the coordinator consider instituting a document management system to make it simpler to keep track of such a large number of reports. The group agreed that this is an excellent idea for future consideration.

V. Members reviewed a draft of the rubric the coordinator will use to assess and evaluate Student Learning Summary Reports. Since this will be the first time assessment plans have been systematically evaluated, members agreed that we need to emphasize that this is a tool to aid programs in continuous improvement, not a punishment.

The coordinator will continue to revise this draft, including changing the criteria in the "results" domain so that instead of appearing to judge programs based on whether or not their students met performance targets, the rubric will note whether they reflected on students' achievement and made plans to adjust activities or goals accordingly.

VI. At the next ALT meeting, members will discuss how to implement the term limits approved last fall. Those who cannot attend are asked to email suggestions to the group.

VII. The meeting adjourned at 9:50am.