

**Assessment Leadership Team
Minutes 10-21-16**

Present: S. Arvin, B. Dhome, E. Hampton, J. Harder, M. Herrington-Perry, N. Myers, J. Sare.

Absent: K. Armstrong, B. Baker, L. Maurer, S. Powers.

1. **Approval of minutes.** S. Arvin moved approval of the 9-9-16 minutes. J. Sare seconded. Minutes were approved, 5-0-2.
2. **Discussion of interim assessment progress reporting.** The issue is how colleges and deans should establish a method to check on the progress of programs in reacting to feedback and recommendations provided on their assessment reports. Discussion of this topic focused on how to systematize this process with the possibility raised of using a brief rubric on progress. Programs could be asked to provide a plan on how they will address the comments. A template is discussed which would ask programs to respond to two questions. These would elicit feedback on progress regarding recommendations and progress regarding the next assessment plan. Dr. Herrington-Perry would like a simple yes or no from colleges regarding programs making progress or not. A checklist approach was discussed which could be distributed electronically. A checklist evaluating progress and a brief narrative item to describe progress will be developed. Items will be discussed at our next meeting. This process will begin next year (2017-2018).
3. **Student learning summary report.** The optimal due date for student learning summary reports was discussed. An early fall semester deadline was discussed, which would allow analysis of data from the previous year. An option for turning these in early is likely. September 1 is suggested as a deadline. Colleges will create a blackboard site to house their reports and linked materials. Dr. Herrington-Perry will create a proposal on this for discussion.
4. **Coordinators report.**

We are engaging in the multi-state collaborative project. We are collecting artifacts for this statewide initiative. We will be assessing artifacts to evaluate student performance. Information on the 2016 Indianapolis Assessment Institute was distributed. Volunteers to lead the rubric workshop are not plentiful. Dr. Herrington-Perry asks the group whether she should pursue this or cancel the workshop. She will reach out to another person for this.

Announcements were sent out to programs nominated for the Provost's award. November 11th is the deadline for submitting materials. Awards will be given on Dec. 8th at the Provost Advisory meeting. Eight programs (four undergraduate and four graduate) were nominated.
5. **November 11th Assessment Council meeting agenda.**

Dr. Joshua Powers will be discussing the NSSE results.

The due date for student learning summary reports will be discussed.

Interim assessment reporting will be discussed.