

Assessment Leadership Team Minutes
11-04-16

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

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

1. Approval of the Minutes.

J. Sare moved approval of the 10-21-16 minutes. J. Harder seconded. Minutes were approved, 7-0-1.

2. Discussion of Interim Assessment Progress Reporting.

J. Sare moved approval. J. Harder seconded. Discussion followed. Members recommended changing “mid-semester” to “mid-year” and striking item e. The proposal was approved as amended, 8-0-0.

3. Student Learning Summary Report Due Date.

J. Harder moved to approve. J. Sare seconded the motion. Discussion followed. A suggestion was made to change the due date to September 15th to allow deans to set an earlier deadline within the faculty contract window. However, members noted that many other reports are due September 15th. Concerns exist with a September deadline in general, since faculty work is driven by deadlines and is unlikely to be completed until it’s actually due, and since it does not allow the Coordinator time to provide feedback early enough for faculty to implement needed changes. Members emphasized that programs that wish to may turn in the reports earlier. Another suggestion was leave the deadline unchanged but to allow for exceptions.

Ultimately, members agreed to let the proposal stand as written, since it does allow programs to collect and report on data for the full academic year and to make informed plans for the future. The motion passed with two abstentions, 6-2-0.

4. Coordinator’s Report.

The Coordinator has requested council representatives from the Faculty Senate and the Graduate School. She indicated that J. Powers would not be able to attend the Assessment Council meeting on November 11th, so she will present pertinent information from the NSSE and FSSE surveys. She noted that the rubric workshop has been postponed to spring; Lisa Hughes will be asked to present it. Last, she shared the Music department’s report on its use of the \$500 assessment grant.

5. November 11th Assessment Council Meeting Agenda.

- Student Learning Outcome Data from the NSSE and FSSE Surveys
- Proposal to Implement an Interim Assessment Progress Survey
- Proposal to Change the Deadline for the Student Learning Summary Reports
- Report on the 2016 Student Learning Summary Reports (Because results already have been shared with the Council, we will need only for members to accept it).

6. Adjournment.

The meeting adjourned at 10am. The next ALT meeting is on December 2nd at 9am in Rankin 245.