**Assessment Leadership Meeting Minutes 11/16/18**

Present: **:** Brian Stone; Denise Collins; Eric Hampton; Gregory Bierly; John Sare; Laura Froelicher; Malea Crosby; Ogechukwu Ekwealor; Shelley Arvin; Kelley Woods-Johnson

Absent: Susan Powers; Edith Wittenmyer; Andreas Kummerow;

1. Welcome
	1. Approved Minutes (4-0-3).
2. Reports
	1. Chair
		1. Nothing to report on Student Artifact Repository.
	2. Coordinator
		1. Save the Date –HLC Reaffirmation site visit will be September 14-15, 2020.
		2. V.P. Josh Powers departing from Student Success may cause delays. Powers will be on sabbatical next semester. He has asked the provost for an interim to serve.
		3. Woods-Johnson is in the midst of reviewing assessment reports. Units have reported to Woods-Johnson that receiving feedback on assessment reports after all are finished is most useful/helpful. If a department wants feedback sooner, it should ask. Woods-Johnson may be able to share some of it. She will ask deans to let her know if some departments need it earlier. Woods-Johnson will send completed reports when they are done.
	3. Members
		1. CoAS – EFL. New learning outcomes have been approved. Developing a first year writing assessment for fall.
3. Old Business
	1. Co-Curricular Reporting Presentation to Senate and Staff Council
		1. Last minute comments?
			1. Interpersonal skills. Add
		2. Present to Staff Council, Information at Senate, and share with other units. What should we say? Sare, Arvin, and Woods-Johnson will meet and discuss prior to the Senate meeting.
	2. Strategic Planning Discussion – continuing discussion and refinement
		1. Woods-Johnson: Maybe add how we communicate--how we spread the word of what we are learning through assessment. How do we make sure people get what they need to make decisions?
		2. Harder: SCOB, Merge career readiness and assessment into a whole. Keep on using the FAD as a management system until we get something better.
		3. Woods-Johnson: The goal is to streamline the assessment process. A system might be a piece to achieve that.
		4. Harder: Yes. A conference assessment presentation shared, “There is no silver bullet” [to perform assessment].
		5. Woods-Johnson: Committee members, please do the homework on the back of the agenda.
	3. Program Review Revisions Committee
		1. Revising program review for non-externally reviewed programs. Brian Stone, Malea Crosby, John Sare. Woods-Johnson will be sending an email after Thanksgiving break.
4. New Business
	1. January in FCTE
		1. Jumpstart January Assessment Workshop –Thursday, January 10, 9am-1130am, FCTE. Woods-Johnson and Myung-Ah Lee in Phys Ed will present a workshop to kickoff ongoing training for spring. What skills would be most useful?
			1. Harder: Look at a report from a prior assessment cycle and see what you need to do this time.
			2. Bierly: Evaluate the metrics themselves. Do they need to be revised.
			3. Request for rubric skills.
			4. Next fiscal year FCTE will host a Learning Community on Assessment. Also, it will host a book read. (How write a good assessment, etc.)
5. Announcements
	1. Four assessment titles were added to the FCTE library
		1. *Connecting the Dots: Developing Student Learning Outcomes and Outcomes-Based Assessments* by Ronald S. Carriveau
		2. *Assessing Student Learning: A Common Sense Guide* 3rd Ed. by Linda Suskie
		3. *Faculty Development in the Age of Evidence: Current Practices, Future Implications* by Andrea L. Beach, Mary Deane Sorcinelli, Ann E. Austin, and Jaclyn K. Rivard
		4. *The Analytics Revolution in Higher Education: Big Data, Organizational Learning, and Student Success* edited by Jonathan S. Gagliardi, Amelia Parnell, and Julia Carpenter-Hubin
	2. Prepare for next meeting: see reverse of agenda
		1. Please do homework for ALT Meeting 12/7. The intended goal of this exercise is to create a rough draft plan at ALT meeting on 12/7 to present to Assessment Council on 12/14.
		Consider the strategic goals we’ve decided to focus on through AY 2020. Determine the following for each:
			1. What would success look like/what is the target?
			2. 2-3 concrete strategies for working toward achievement?
			3. Necessary resources for these strategies.
			4. How would we measure our success?
		2. Woods-Johnson will send agenda early for the December 14 Assessment Council Meeting. See who cannot make it.
		3. Cancel the Assessment Leadership Meeting of December 21.
6. Next Meeting: Assessment Leadership, December 7, 9:00am, 245 Rankin
7. Adjournment