**Assessment Leadership Team Minutes 2.1.19**

1. Attendance: Greg Bierly, Ellen Malito, Malea Crosby, Nathan Myers, Eric Hampton, Joe Harder, Laura Froelicher, Kelley Woods-Johnson, Andreas Kummerow, Shelley Arvin, Brian Stone, Denise Collins
2. Welcome
   1. Review of the Minutes
      1. Greg – motion to approve, Andrea – second
      2. 8 yes, 2 abstain
3. Reports
   1. Chair (Shelley)
      1. Presented to Faculty Senate and Staff Council about co-curricular reporting.
      2. Concerned about the delays in the artifact database, as they have been ongoing. Noted that we aren’t a priority project, as the person developing it has other primary responsibilities (taking over work due to staff departures). Next step when the prototype is finished is to get feedback from the ALT about procedures for use and how things will be managed. Goal to do this before summer when faculty depart.
   2. Coordinator (Kelley)
      1. Co-Curricular Assessment roll-out meetings have been largely positive, with all directors we’ve met with so far seeming supportive of the idea. They are aware that we will be communicating opportunities for training sometime in mid to late March.
      2. Update on SOAS Reports – Josh Powers is working with SSC members to expedite their completion of the evaluation of part 2 of the report so we can get these back to faculty ASAP. An increasing number of faculty have been reaching out to receive their partial assessment feedback for a variety of purposes.
      3. Update on HLC meeting. There was interest in doing an assessment day, but it was still unclear as to the purpose or the driving factor in pulling something together so quickly. Co-chairs seemed satisfied regarding documentation of ongoing training efforts, and we’ll continue to look into it.
   3. Members
      1. Joe – SCOB really found the summary sheets useful for discussion with their faculty at the spring meeting. The feedback was really helpful, and department chairs were able to help the programs understand what to do next. Assurance of Learning meeting will be the 20th.
      2. Malea – CAEP self-study draft was submitted to Susan Powers and Dean Buckenmyer. Edits are occurring. Due to CAEP February 13 by 11:59pm. Faculty have been on-board throughout the entire process.
      3. Brian – New outcomes were approved for ENG 101 and 105, and next step is to bring those to Foundational Studies. Now working on pulling together portfolio process for the fall, including faculty training on how to implement and assess portfolio based student performance. Looking to secure funding to include instructors and lecturers in the evaluation of student work since so many of them are those doing the classroom instruction. Really focused on authentic and shared assessment.
4. Old Business
   1. Introducing Ellen Malito, new Assistant to the Vice President for Student Affairs.
   2. Strategic Planning Draft – Kelley
      1. Take a look at the language for the strategic goals and the success indicators. Let me know if anything is missing or if any language needs to change.
      2. We will use time in Assessment Council next week to develop the action plans, resources, and responsibilities.
5. New Business
   1. Assessment Council Agenda - Kelley suggested focusing time on splitting into groups to develop the strategic plan action plans.
6. Announcements
7. Adjournment