**ALT Minutes 2.15.19**

1. Welcome
	1. Attendance: Denise Collins, Ellen Malito, Malea Crosby, Greg Bierly, Laura Froelicher, Ruthanne Ekwealor, Kelley Woods-Johnson, Andreas Kummerow, Shelley Arvin
	2. Approval of the Minutes
		1. Denise moves to approve, Andreas seconds motion
		2. In Favor – 8 Opposed – 0 Abstain – 1
2. Reports
	1. Chair’s Report (Shelley)
		1. Artifact Repository preview is now available. Shared with Joe Harder to get his insight, as it is related to the Strategic Goal 1 subcommittee efforts. Next step is to work with faculty to develop more information about use.
	2. Coordinator’s Report (Kelley)
		1. SOAS Report Score Overview – Kelley reviewed data on the overall scores by college and by element. This data was shared with Academic Affairs leadership and will be shared with college Dean’s offices when the rest of the report feedback has gone out. Feedback has started to trickle out to programs, and this will continue on a rolling basis as SSC feedback can be incorporated.
		2. Co-Curricular Assessment Progress – Kelley, Ellen, and Shelley have continued to hold these meetings with largely positive response. Some directors have shared they feel overwhelmed, but they are looking forward to the learning process. When meetings wrap up in March, the next step is to start providing skill-building trainings. We are still targeting Fall 2019 as a deadline for all co-curricular units to articulate their student learning outcomes in writing.
	3. Member Reports
		1. Malea – CAEP report was submitted early this week.
		2. Ruthanne – Glossary project is ongoing, will be posted to website soon; feedback will be sought at the next ALT meeting.
3. Old Business
	1. Strategic Plan Action Plan Review
		1. Shelley – Subcommittee 1: Joe is going to explore some software options with vendors to better understand what functionality is available to us.
			1. Denise – SEM is looking at CRM (constituent relations management) platforms. OIT doesn’t have the capability to integrate a new system in this regard, so our interest might need to wait. The one they’re currently most interested in has multiple applications, potentially an AMS component. April Hay is the chair of the RFP committee, so we should talk to her about our interests.
			2. Malea – TK 20 compatibility, lack of ongoing support
			3. Greg – Honors has a lot of internal data on students, such as thesis data, co-curricular data, ongoing engagement, etc. A more central system could be useful to showing the whole experiences of Honors learning.
			4. Shelley – Artifact repository is something that might be significantly important to multiple units.
		2. Andre & Ellen – Subcommittee 2
			1. Co-curricular was a big part of the discussion because there’s less going on for them right now, less historical support.
			2. Recognized need for some expanded recognition – co-curricular units and most-improved award.
			3. Kelley – Working with Molly to do a Faculty Learning Community
		3. Kelley – Subcommittee 3
			1. Telling the assessment story can be part of AC and the office’s responsibilities through diverse direct channels – email, Dean’s correspondence, websites – and through passive channels – lawn signs, postings.
			2. Expanding recognition to include co-curricular units and most-improved units.
			3. Seeking Excellence in Assessment designation from NILOA, as well as creating badges for program webpages to indicate assessment practice.
			4. Encouraging programs to display their own assessment information through easy-to-find space on websites.
4. New Business
	1. HLC Subcommittees
		1. Greg (1) – More information will be coming soon. The subcommittees of the committee will be meeting soon as a group to discuss progress. Most of the work has been on finding evidence for mission alignment and communication.
		2. Shelley (3 & 4) – We are collecting evidence of student learning, quality, and continuing improvement. Chairs have evaluated current evidence and have assigned better options.
		3. Kelley – General update: Susan Powers and I have been working on a concrete timeline for co-chairs for submission of evidence and beginnings of assurance arguments. This will include open meetings for faculty and staff to be able to ask questions and hear information about potential data sources they need to know how to locate and access during the visit.
5. Announcements
6. Adjournment