Assessment Leadership Team Minutes 9/21/18

In attendance: Denise Collins (CGPS), Edie Wittenmyer (CoT), Shelley Arvin (Library), Andreas Kummerow (CHHS), Joe Harder (SCOB), John Sare (DSA), Ruthanne Ekwealor (Graduate Student), Kelley Woods-Johnson (A&A)

1. Approval of the Minutes
	1. Shelley called for review of the minutes.
	2. Edie moved to approve.
	3. Denise seconded.
	4. 7 yeay, 1 abstain
2. Chair’s Report – Shelley
	1. Stephen Patton reported updated to Shelley, and progress is moving forward on artifact repository.
	2. Co-Curricular report draft will be shared with Josh Powers shortly.
3. Coordinator’s Report – Kelley
	1. Updates given about the success of the FCTE trainings with Josh Powers and Linda Ferguson on the new reporting format. Over 35 people attended the first two meetings, and one meeting remains.
	2. Meetings have continued with individual faculty and departments for assistance with developing upcoming reports. The goal is to increase reporting and assessment engagement this year, knowing that quality may vary greatly and that some programs did not actually plan or do assessment during the 17-18 year.
	3. Much work time has shifted to focus on HLC accreditation priorities, including the development of an artifact warehouse that can be assessed by all the criterion committees and the development of the ISU HLC 2020 website.
	4. Hoping to meet soon with Linda Maule/University College Council to determine a representative for ALT & AC, as well as continue discussions on authentic assessment across the FS curriculum. Denise asked if the Honors College would now be asked to send a representative since obtaining college status. All agreed. Kelley will reach out to Greg Bierly to discuss.
4. Member Reports
	1. Joe
		1. SCOB Assessment Committee meets today to help make sure everybody is ready for reporting by October 15.
	2. Edie
		1. Met with Kelley to talk through how we help the CoT program directors relieve some of their distress regarding these upcoming reports after their last CoT assessment meeting. We’re working on setting a meeting time for next week with all the directors so we can work through the reports together. Edie has experience in doing the IT report in the past, so she has been working directly with the current IT director.
	3. Shelley
		1. Meetings with Kelley and program directors has been helping faculty to reinforce the message by giving an outside perspective saying the same thing about assessment and expectations.
	4. John
		1. DSA annual assessment report is now published in hard copy and electronic format on the website. DSA assessment for this year is full steam ahead. President Curtis has requested more narrative data from students about their experiences in student affairs so data can provide more of the story. DSA has adjusted their data collection tools to capture more of that narrative data to tell the story in the way she’s requested.
		2. CAS External Program Review had site visit last week for three programs (Campus Rec, Campus Life, Student Counseling). Units will not work on plan to put this to use for improvement. Question for the group – should unit directors be present for open forum meetings during site visits?
			1. Denise – Depends on the culture of the department and the willingness to be honest with each other outside of such reviews. Joe agreed.
5. Old Business
	1. Rubric Final Feedback
		1. Denise submitted some notes for review.
	2. Budget Allotment Feedback
		1. Denise: Adjust travel support to $3000, not $3200
		2. Denise: Provost’s Award needs to be doubled because it is given to two programs – one graduate, one undergraduate. Kelley will continue to try to find where funds came from last year.
6. New Business
	1. Grant Proposal
		1. Shelley: Poses the question of whether it is appropriate to give more than the $500 limit.
		2. Denise: Would support at $500. Agrees with purpose, and additional funds could come from elsewhere. Joe agrees.
		3. John makes a motion to approve at $500.
		4. Denise seconded.
		5. Unanimous in favor.
7. IUPUI Assessment Conference
	1. Is anyone interested in being sponsored to attend?
		1. Joe will ask a faculty member taking over assessment for SCOB.
		2. John said it’s a good conference but not really related to co-curricular.
		3. Shelley may be interested but not sure libraries are well-covered.
		4. Andreas will see at Monday’s CHHS assessment meeting.