Assessment Leadership Team Meeting

September 16, 2022

Members Present: Shelley Arvin, Melissa Nail, Malea Crosby, Nathan Myers, Ashley Layman, Paula Jarrard, Greg Bierly, Darlene Hantzis, Ellen Malito-Green, Kelley Woods-Johnson,

1. Welcome
2. Review of the Minutes – Shelley moved, Greg second. No changes. Minutes approved 6-0-0
3. Reports
	1. Officers – No reports. Nathan has a few items to discuss regarding the strategic plan.
	2. Coordinator – Kara Harris will be the COT rep for assessment council. A facult rep has not been identified for SCOB yet.
	3. Members – No member reports. New ALT member, Darlene Hantzis, representing University College Council
4. Old Business
	1. Strategic Plan – Nathan would like to identify specific goals to move forward. He discussed the need to streamline data. Maggie D. should be part of the conversation. Nathan asked who else should be involved in that discussion. Greg added that it would depend on the data needed and the scope and context. Darlene provided historical context on data collection at the institution. Darlene suggested we ask each of the program/colleges/units who is the data person for the college or unit. Rather than talking to the data collection administrator, talk to the people who are regularly interacting with the data. Shelley suggested representation from multiple levels (faculty, chair, director, dean). Nathan added that a good starting point may be getting a better handle on all of the data collection efforts that are already occurring at the institution. Greg noted it may be easier to start with the people doing the work to see what types of data are missing or where the gaps are. “what pieces of information/data do you need that you don’t have access to”? Kelley added that IR can assist with special data projects to support decision making. Nathan will draft a call out to gauge interest for participation in this group. Darlene asked if there is an institutional master list of all of the reporting needs across the institution. Kelley shared there is not an institutional master list for academic reporting. The institution has looked at the SOAS reporting, grad program review, and external reviews to potentially avoid duplicate efforts for programs. Some of the larger surveys (Sense of Belonging Survey and the Climate Survey) will be distributed at some point, however it would help to have more information and et distribution dates on a calendar.
	2. Elections – The ballot went out to voting members this week. Ballots are due by noon on September 30th. Executive leadership will transition at the next council meeting.
5. New Business – No new business
6. Adjournment  - Meeting adjourned at 9:47am

**Dates & Deadlines:**

Assessment Council voting members submit election Qualtrics survey no later than noon on Friday, September 30.

SOAS Reports

* Rolling deadlines – Early: 9/1, Regular: 10/15, Last: 11/23

FS Fall Workshops

* Composition – Monday, 9/26, 2p-330p, Zoom & Thursday, 9/29, 930a-11a, Zoom
* Communication – Tuesday, 9/27, 2p-330p, Zoom & Friday, 9/30, 930a-11a, Zoom

IUPUI Assessment Institute – October 9-11

* Register by September 23: <https://assessmentinstitute.iupui.edu/registration/index.html>