

Assessment Leadership Team Minutes

9am, September 1, 2017, Rankin Hall Conference Room 245

Present: Armstrong, Arvin, Dhome, Donlan, Harder, Herrington-Perry, Myers, Sare

Absent: Baker, Maurer, Paterson, Powers

1. Welcome back, old and new members!

Herrington-Perry welcomed returning members and noted that Ryan Donlan has joined the Assessment Leadership Team and Council as the Bayh College of Education representative. Members shared brief updates on their summer activities.

2. Review and approval of the 05.03.17 minutes

Armstrong moved and Harder seconded the motion to approve the minutes. They were approved with one abstention.

3. Review of the structure of the ALT meetings

Herrington-Perry posed the question as to whether we need to continue assigning rotating responsibility to a timekeeper, minute-taker, and chair. Should the Coordinator assume responsibility for all of this instead? Members agreed the old structure is no longer necessary.

4. Discussion of items for the Sept. 8th Assessment Council agenda:

1. Welcome to new members

The Council will have new representatives from the Bayh College of Education, the College of Graduate and Professional Studies, Student Government, and Student Success

2. Implementation of approved term limits for council members

Herrington-Perry shared the tentative membership list for 2017-18 and a draft of term lengths. Ballard, Myers, and Peterson will consult with their deans to determine an appropriate term of service.

3. Review and discussion of the 2017-18 Plan of Work

Members reviewed a new draft of the work plan they created at the May meeting (see the 9.1.17 agenda). Donlan suggested that the professional development activities include the Coordinator's "How to Write an Exemplary Student Learning Summary Report."

4. Herrington-Perry would like to fund participation for one or more additional members of the Team/Council (Sare already is planning to attend) and asked for recommendations as to how to proceed. The conference runs from Sunday, October 22nd through Tuesday the 24th, which may limit attendance. Harder may volunteer.

5. Combining Student Learning Summary Reports and Success Reports

For this year, the plan is to ask departments to include results from their SLSRs in the Success Report, due Nov. 3rd to the dean. In 2018 (tentatively), departments may be able to provide a single report that addresses the multiple issues of student success (student learning, retention, graduation). Members agreed that that if the reports are combined, the deadline should be November, not September.

6. Updates from council members

Arvin will report on the assessment workshops provided by Andrew Asher, IU's assessment librarian, and supported in part by an assessment grant. The August 14th

event included sessions on IU's library assessment plan and practices, space mapping and usage, and ethnographic methods and interviewing. Asher offered simple, inexpensive ways to get data.

Sare will provide an update on the status of assessment in Student Affairs, including the use of the card swipe system at events to track participation and trigger emailing of surveys to participants (313 completed surveys, 12% response rate). Data subsequently were analyzed in conjunction with student demographic data.

Armstrong will report on the HLC Criteria 3 and 4 Subcommittee. He and Josh Powers are co-chairing this committee, which will meet for the first time next Friday. Members include Arvin, Harder, Herrington-Perry, and Sare, as well as representatives from other curricular and co-curricular areas. The goal is to ensure that the committee has broad representation and thus a more holistic view. The goal for this first year is to gather data to determine strengths, gaps, and weaknesses. During the second year, efforts will focus on developing and implementing plans for improvement.

5. Member Updates

Harder noted that his college is uploading assessment data in FAD in the "scheduled teaching" section. The form has been modified to include the six AACSB learning goals so faculty can indicate whether their course supports any of those goals. Ultimately, all assessment data will be in one place and easily can be incorporated in the SLSRs. He also noted that the AACSB consultant will not come to campus until Feb. 18.

Herrington-Perry's update included the following:

- The Council's Bylaws were approved by the Board of Trustees at its May 17th meeting. She noted that they reference the group having a chair and vice chair. No one was aware that a vice chair had ever been selected.
- She (along with Armstrong) scored 100 Quantitative Literacy artifacts for the AAC&U this summer. She noted that the artifacts scorers were trained on were significantly different than most of those they were asked to score. One result of this is that scores were much lower this year. The AAC&U likely will be asked to re-evaluate its training process and/or to more clearly define a appropriate quantitative literacy assignment.
- The Coordinator already has begun offering professional development activities, including a workshop for new program chairs and a course assessment module for the Master Teacher program.
- Student Learning Summary Reports are not yet available for most colleges. She will review the list today and then contact associate deans.
- She will be holding office hours in the FCTE at 9am on Thursdays and 11am on Fridays.

Upcoming Events:

- September 8th, Assessment Council, 9am, Federal Hall Room 222
- September 9th, Assessment Leadership Team, 9am, Rankin 245

Visit the [assessment website](#) for information about guiding principles, agendas, minutes, meeting schedules, requirements, results, etc.