

## Assessment Leadership Team Minutes

9am, November 3rd, 2017, Rankin Hall Conference Room 245

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

**Absent:** Maurer, Powers

### 1. Call to Order

Herrington-Perry called the meeting to order at 9:05 am.

### 2. Review and approval of the 10.20.17 minutes

Paterson moved and Harder seconded the motion to approve the minutes, which subsequently were approved with two abstentions.

### 3. Development of the November 10<sup>th</sup> Assessment Council Meeting Agenda

Members agreed that the agenda would include the following items: Review the results of the Multi-State Collaborative; provide an update on the Student Artifact Repository project; make a motion to replace current requirements for non-academic unit assessment with the Higher Learning Commission's more general requirement that co-curricular programs must assess student learning; discuss the university requirement to assess career readiness; provide an update on the assessment calendar initiative; offer other updates as appropriate.

Note: the discussion on co-curricular program assessment subsequently was postponed until the Coordinator is able to speak to the Provost about this issue.

### 4. Report on the Student Artifact Repository

Arvin provided an update on the repository, noting that she met with Stephen Patton, chair of Library Information Systems, first to provide him with an overview of what the project entails and then to answer specific questions about it. He has offered to assist with building the repository, indicating that it might be possible to use one of the library's shared drives. The tentative plan would be to connect artifacts to the student's 991 number so we can obtain needed information about student's class level, demographics, etc., but to use a unique artifact identifier and firewall to restrict access to protected information. Harder volunteered that his spring database class students could create a working model in Access that could then be handed off to a developer and implemented in another database.

Much of the discussion subsequently centered on whether we need IRB or student approval to collect and store the artifacts. Neither IRB approval nor student consent is required for research conducted for assessment or program review. HOWEVER, it is good practice to consult with the IRB (and probably with a representative from Legal Counsel) to get their input and develop guidelines that address the potential for the artifacts to be used for personal research, presentations, or publications. It also is good practice to let students know that their work may be collected and studied for assessment purposes (but that their identify would be protected) and that they have the ability to opt out of participating.

Arvin will continue to work with Donlan, Harder, Patton and others as needed to refine the project.

### 5. Updates from Council Members

Three individuals from ISU attended the Assessment Institute at IUPUI, Amy French, Mary Herrington-Perry, and John Sare. Sare reported that the session on using NSSE results was particularly useful to him, and that he will be investigating using ISU's NSSE data to expand Student Affairs' assessment program. Herrington-Perry shared the handout from a session by assessment expert Pat Hutchings on creating transparent assignments. She encouraged council members to

review the checklist in the presentation and noted that Lisa Hughes and Csilla Stewart will be offering a series of sessions about transparency that begin on November 8<sup>th</sup> in the FCTE.

The Coordinator noted that she had received very few items for the proposed assessment calendar and reported on recent assessment-related professional development sessions, including Amy French's workshop on focus groups and her presentation with Chris Fischer on critical thinking.

Donlan informed members that the FCTE will be hosting a series of sessions on the IRB and Human Subjects research in the spring. See the calendar at <https://www.indstate.edu/fcte>.

6. Adjournment

The meeting adjourned at 9:55 am.