

Assessment Leadership Team Minutes

9am, December 1st, 2017, Rankin Hall Conference Room 245

Members Present: Arvin, Baker, Dhome, Donlan, Harder, Herrington-Perry, Maurer, Myers, Sare

Members Absent: Armstrong, Paterson, Powers

1. Call to Order

Herrington-Perry called the meeting to order at 9:10 am.

2. Review and approval of the 11.0317 minutes

Maurer moved and Harder seconded the motion to approve the minutes, which subsequently were approved unanimously.

3. Conversations Continued from the November 10th Assessment Council Meeting:

- a. In the context of the results of the MSC initiative, what are some targeted strategies we could develop to assist faculty in improving student learning in critical thinking, quantitative literacy, and writing? These strategies need to consider constraints on faculty time/resources, have the support of the University College Council and upper-level administrators, and be championed by members of the Assessment Council (among others).

Long-term initiative

One possibility is for the University College Council/Foundation Studies faculty to develop signature assignments for key courses. (A signature assignment is a faculty-developed assignment specifically designed to assess a particular learning outcome or outcomes and typically delivered in all sections of the designated course.) The advantages of this approach are that these would be faculty developed and owned assignments designed to meet FS learning goals and to be assessed using the AAC&U VALUE rubrics. They would replace an existing assignment (and would be graded/count toward the students' grade) and so would not create extra work for the faculty (other than their having to revise the syllabus). And we would have a ready pool of artifacts from which to draw samples for assessment for both internal and external purposes.

Short-term initiative

Herrington-Perry distributed eight of the ISU critical thinking artifacts submitted to the MSC project, two that scored at each level, 4, 3, 2, 1. She asked members to review them briefly to determine whether a full-scale analysis of their strengths and weaknesses would provide actionable information for the University College Council. She already has shared the numerical results in conjunction with rubric criteria. Is there additional information that would be helpful?

We will continue this conversation at the next Assessment Council and Assessment Leadership Team meetings.

- b. Dr. Nancy Rogers, Vice President for University Engagement, has shared some suggestions about how programs can demonstrate their compliance with the career readiness requirement. Is there anything else the Assessment Council needs to do at this time?

The sample template suggests that the expectation is that departments will report on assignments/activities that address career-readiness outcomes (critical thinking, leadership, professionalism, etc.), not that they must have discrete career-readiness learning outcomes. The rubric also does not require departments to report on the results of these assignments/activities. It thus seems to be more of an accountability project than an assessment project. Herrington-Perry has contacted Nancy Rogers to ensure that she agrees.

4. Development of the December 8th Assessment Council Meeting Agenda

The key item will be a discussion of items 3 a. and b., above. We also need to select two members to serve on a committee charged with determining whether/how to combine the Student Success and Student Learning Summary reports, and we will, of course, review the November meeting minutes and ask for updates from members.

Members noted that both reports are relatively simple to complete and include important and useful information. Their primary question is whether there is a logical connection between them that justifies combining them. They thus requested that the new committee begin with the question, "Should the reports be combined?" rather than "How should the reports be combined?"

Note: Student Success Reports are available online at <http://www2.indstate.edu/studentsuccess/DepartmentSuccessPlans.htm>.

5. Updates from Council Members

- a. Maurer reported that the Graduate Council is gearing up for program review. The College of Arts & Sciences is submitting this year. These reports include information about assessment, enrollment, and retention.
- b. Donlan expressed appreciation to Kirk Armstrong and Josh Powers for their leadership on the HLC Steering Committee (currently reviewing Criteria 3 and 4). They have provided clarity on what the standards and components mean and what information members must collect, and by starting the process well before the actual visit, are helping to ensure ISU's readiness.
- c. Herrington-Perry thanked Joe Harder for presenting a session on "Motivating Faculty to Participate in Assessment." She noted that she continues to make progress on the Student Learning Summary Reports. Bhagya is diligently entering results in the new Assessment Database and also has completed an analysis of the portions of the AY2017 Foundational Studies course evaluations pertinent to key learning outcomes. Last, she noted that Bhagya's last day will be December 15th. ☺

6. Adjournment

The meeting adjourned at 9:49 am. The Team meets next on December 15th, at the usual time and place.

Upcoming Events:

- January 12th, Assessment Council, 9am, Federal Hall Room 222
- January 19th, Assessment Leadership Team, 9:15 am, Rankin 245
- February 2nd, Assessment Leadership Team, 9am, Rankin 245
- February 8th, Crafting an Effective Survey, 12pm, FCTE (Lindsey Eberman)
- February 9th, Assessment Council, 9am, Federal Hall Room 222
- February 16th, Assessment Leadership Team, 9am, Rankin 245
- March 2nd, Assessment Leadership Team, 9am, Rankin 245
- March 9th, Assessment Council, 9am, Federal Hall Room 222
- March 8th at 11am and March 21st at noon, How to Write an Exemplary Student Learning Summary Report (MHP)
- April 6th, Assessment Leadership Team, 9am, Rankin 245

- April 13th, Assessment Council, 9am, Federal Hall Room 222
- April 20th, Assessment Leadership Team, 9am, Rankin 245
- April 25th at 10am, Assessment Readiness and the Higher Learning Commission (Kirk Armstrong and MHP)
- May 4th, Assessment Leadership Team, 9am, Rankin 245

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